

# Wiltshire Council

Where everybody matters

## APPLICATION TO RENEW/FOR A HACKNEY CARRIAGE VEHICLE LICENCE

IF ANY PERSON KNOWINGLEY OR RECKLSESSLY MAKES A FALSE STATEMENT OR OMITTS ANY MATERIAL PARTICULAR IN GIVING THE FOLLOWING INFORMATION HE SHALL, UNDER SECTION 57 OF THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 PART III, BE GUILTY OF AN OFFENCE:

Applicants are advised that under normal circumstances the Council will process and issue a licence **within 10 working days** following receipt of a **complete** application. This includes not only the application form, but any other item(s) that form part of the application.

**For help in completing this form, please refer to the notes on page 3.**

<b>PLATE NUMBER</b>	
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1.

<b>Name</b>	
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2.

<b>Address for Correspondence</b>	
<b>Telephone Number</b>	
<b>Mobile Number</b>	
<b>Fax Number</b>	
<b>Email Address</b>	

3.

<b>Are you applying on behalf of a limited company?</b>	<b>If YES</b> Go to Question 4 <b>If NO</b> Go to Question 7
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4.

<b>Name of Limited Company</b>	
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5.

<b>Registered Office of Limited Company</b>	

6.

<b>Your Position in Limited Company</b>	
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7.

<b>Are you applying on behalf of a partnership?</b>	If <b>YES</b> Go to <b>Question 8</b> If <b>NO</b> Go to <b>Question 9</b>
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8.

<b>Names of Other Partners</b>	

9.

<b>Address where vehicle normally operated from</b>	

10.

<b>Trading name (if applicable)</b>	
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### ABOUT THE VEHICLE

<b>Make and Model of Vehicle</b>		
<b>Engine Capacity</b>		
<b>Colour</b>		
<b>Registration Number of Vehicle</b>		
<b>Date of First Registration</b>		
<b>Constructed to carry how many persons (excluding driver)</b>		
<b>Number of Doors</b>		
<b>Are you the sole owner of the vehicle?</b>	YES	NO
<b>If NO, please state the name(s) and address(es) of every owner or part owner to the vehicle</b>		

### DOCUMENTS REQUIRED FOR APPLICATION

Current fee of £250 payable by cheque, debit or credit card
Registration document (log book)
Current certificate of insurance (or cover note)
MOT Test Certificate. <u>note:</u> MOT Test Certificates are only required from the time the vehicle is one year old. This is calculated from the date of first registration of the vehicle.

## DECLARATION

I declare that the following information given by me is correct in every respect. If granted a Licence I further declare that I will comply with the conditions and guidance notes listing the statutory provisions.

I hereby acknowledge that I have read and understood the condition submitting this application for consideration. I agree to any foregoing information being made public should the circumstance so require.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Please return this form to:

The Licensing Officer  
Wiltshire Council  
Monkton Park  
Chippenham  
Wiltshire  
SN15 1ER

Please ensure that you consult all relevant Departments of the council which may be concerned with the operation of your business, i.e. it may be necessary to obtain planning permission. Tenants should consult their Landlord.

### Incomplete applications will be returned

## Hackney Carriage Vehicle Licence Local Government (Miscellaneous Provisions) Act 1976

### NOTES

1. A separate form must be completed for each vehicle to be licensed and submitted with the required fee.
2. A business, club or hotel address can be accepted provided the applicant lives there permanently.
3. The current insurance must be a Policy issued in accordance with, and comply with, Part VI of the Road Traffic Act 1988.
4. Registration document, Insurance certificate and MOT certificate (where necessary) must be provided with the application.
5. Please contact the Licensing Officer at Wiltshire Council, Monkton Park, Chippenham, at least 14 days before the licence is due to be issued or renewed so that arrangements can be made to inspect the vehicle.

FOR OFFICE USE ONLY			
Worksheet Reference	WK/	Vehicle Inspection Report on File	
Application Received Date		Registration Document Copied	
Licence Fee Paid (amount)		Insurance Certificate Copied	
Receipt Number		MOT Certificate Copied	