

## **APPLICATION FOR A HACKNEY CARRIAGE OR PRIVATE HIRE VEHICLE LICENCE**

### **HACKNEY CARRIAGE VEHICLE LICENCE APPLICATION:**

Every vehicle presented for licensing must comply with the Council's criteria for licensing Hackney Carriage Vehicles. Copies of the full criteria document are available on the Council's website - [www.wirral.gov.uk/hcvehicle](http://www.wirral.gov.uk/hcvehicle)

### **PRIVATE HIRE VEHICLE LICENCE APPLICATION**

Every vehicle presented for licensing must comply with the Council's criteria for licensing Private Hire Vehicles. Copies of the full criteria document are available on the Council's website - [www.wirral.gov.uk/phvehicle](http://www.wirral.gov.uk/phvehicle)

### **ALL APPLICATIONS**

A vehicle that meets the criteria to be licensed as a private hire or hackney carriage vehicle must have passed the MOT and Compliance Test in accordance with the Licensing Authority's procedure for testing vehicles before it can be licensed and before each renewal of that licence.

MOT and Compliance test pass certificates must be dated no more than one calendar month before the start date of the licence.

A vehicle licensed as a private hire or hackney carriage vehicle with any other local authority will not be licensed by Wirral Council.

The vehicle must be tested at one of the following authorised testing stations:

- BP Autos, Legh Road, New Ferry – 0151 645 1362
- Inchcape/Dane Volkswagen, New Chester Road, Bromborough – 0151 644 4100
- M53 Ford, Green Lane, Birkenhead – 0151 650 1100
- Vittoria Motor Services, Vittoria Street, Birkenhead – 0151 647 9779
- Walsh Autos, Cleveland Street, Birkenhead – 0151 666 6625
- Wirral Tyre and Commercial, Bassendale Road, Bromborough – 0151 334 9145
- Wright Car Centre, Chester Road, Heswall – 0151 342 0005

## DOCUMENTS REQUIRED WHEN SUBMITTING YOUR APPLICATION

You must provide the documents listed below with your application. Your application will not be accepted if you do not provide all the documents listed.

- V5C in applicant's name, V5C section 10 (new keeper details) or purchase invoice from a dealership
- Compliance pass certificate
- MOT pass certificate
- Current Insurance certificate / cover note
- Taximeter calibration certificate – Hackney Carriage Vehicle
- Proof of address for each applicant/limited company. This must be either a utility bill, bank/credit card/benefit/council tax statement or central/local government document which is no more than 3 months old
- Correct licence fee – payable by credit/debit card, cheque, postal order

The current fees can be found on the Council's website: [www.wirral.gov.uk/taxi](http://www.wirral.gov.uk/taxi) The Council accepts payment by debit card, credit card, cheque and postal order.

This application, together with the relevant documents and fee, must be submitted in person, by appointment, to the Licensing Office at Wallasey Town Hall.

Please telephone the Licensing Office on 0151 691 8043 to make an appointment

Further information can be found on the Council's website: [www.wirral.gov.uk/taxi](http://www.wirral.gov.uk/taxi)

## PRIVACY POLICY

Wirral Council takes your privacy seriously. We will only use your personal information to administer your application and provide the products and services you have requested from us.

From time to time we may need to contact you with details of the service or information we require from you and we will do this using the contact information you provided on your application form. This can either be by post, email, telephone or text message.

The Council has a duty to protect the public and we implement a number of security measures to maintain the safety of your personal information. Please be aware however that the information you provide on this application may be shared with other public bodies where required, such as Council Departments, Government Services and the police, which may be used for the prevention of fraud or other serious offences.

If you require a copy of the data we hold or believe it to be inaccurate please contact the Council's Information Manager Officer by email at [DPO@wirral.gov.uk](mailto:DPO@wirral.gov.uk)

Any further information held by the Council about individuals will be held securely and in compliance with the law. Information will not be held for longer than required and will be disposed of securely.

## APPLICATION FOR A HACKNEY CARRIAGE OR PRIVATE HIRE VEHICLE LICENCE

**PLEASE COMPLETE THIS FORM USING CAPITAL LETTERS AND BLACK INK**

<b>Licence Type</b>	<input type="checkbox"/> Private Hire Vehicle
	<input type="checkbox"/> Hackney Carriage Vehicle

Section 1	Vehicle details		
Registration Number			
Make			
Model			
Date of first registration			
Colour			
Engine size			
Fuel	Diesel <input type="checkbox"/> Petrol <input type="checkbox"/> LPG <input type="checkbox"/> Hybrid/Electric <input type="checkbox"/>		
Number of passengers (not including driver)	TOTAL <input style="width: 50px; height: 30px;" type="text"/>	Front <input style="width: 50px; height: 30px;" type="text"/>	Rear <input style="width: 50px; height: 30px;" type="text"/>
Is the vehicle wheelchair accessible?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Is the vehicle currently licensed with any other local authority?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
If yes, please provide details:			
Are you the sole proprietor of the vehicle?	<input type="checkbox"/> YES		<input type="checkbox"/> NO
Does any other person have an interest in the vehicle?	<input type="checkbox"/> YES - please provide details below <input type="checkbox"/> NO		
Nature of interest			
Name			
Address			

Section 2	Applicant details
Are you applying for a licence as	Individual applicant <input type="checkbox"/> Go to section 2A Partnership <input type="checkbox"/> Go to section 2B Limited company <input type="checkbox"/> Go to section 2C

Section 2A	Individual applicant
Surname	
Forename	
Trading Name (if applicable)	
Home address	
	Post Code
Date of Birth	
NI Number	
Telephone No.	Mobile
Email address	

<b>Section 2B</b>	<b>Partnership</b> Please complete this section <u>only</u> if you are going to operate the business with a <u>partner</u> (not on your own and not as a limited company)		
Is the partnership registered with Companies House?      YES <input type="checkbox"/> NO <input type="checkbox"/>			
If YES, please provide Company Registration Number (CRN)			
<b>Details - partner 1</b>			
Surname			
Forename			
Home address			
		Post Code	
Date of Birth			
NI Number			
Telephone No.		Mobile	
Email address			
<b>Details – partner 2</b>			
Surname			
Forename			
Home address			
		Post Code	
Date of Birth			
NI Number			
Telephone No.		Mobile	
Email address			
Trading Name (if applicable)			

<b>Section 2C</b>	<b>Limited Company</b> Please complete this section <u>only</u> if you are going to operate the business as a <u>limited company</u>		
Company Name			
Registered Office address			
		Post Code	
Telephone No.			
Email address			
Companies House Registration Number (CRN)			
Trading address (if different)			
		Post Code	
<b>Details - Company Secretary</b>			
Surname			
Forename			
Home address			
		Post Code	
Date of Birth			
Telephone No.			
<b>Details - Company Director 1</b>			
Surname			
Forename			
Home address			
		Post Code	
Date of Birth			
Telephone No.			

Details - Company Director 2			
Surname			
Forename			
Home address			
		Post Code	
Date of Birth			
Telephone No.			
Details - Company Director 3			
Surname			
Forename			
Home address			
		Post Code	
Date of Birth			
Telephone No.			
Details - Company Director 4			
Surname			
Forename			
Home address			
		Post Code	
Date of Birth			
Telephone No.			

Section 3		Convictions, cautions, warnings, reprimands, fixed penalties	
<p><b>All criminal convictions, cautions, warning, reprimands, fixed penalties as well as all motoring convictions</b> must be disclosed in accordance with the provisions of the Rehabilitation of Offenders Act 1974</p> <p>You must list all convictions, cautions, warning, reprimands, fixed penalties for all applicants. You must also disclose if any applicant is being investigated for an offence. If the applicant is a limited company, you must list all convictions, cautions, reprimands, warnings, fixed penalties, investigations for the company and all directors</p> <p><i>If you do not have any, please write <b>NONE</b></i></p>			
<b>Criminal convictions</b>			
Name	Offence	Conviction date	Sentence
<b>Motoring convictions</b>			
Name	Offence	Conviction date	Sentence
<b>Cautions/warnings/reprimands/fixed penalties</b>			
Name	Offence	Offence date	
<b>Investigations</b>			
<p>If any applicant is being investigated for any offence, including motoring offences, you must provide details below</p>			
Name	Offence/investigation		



Section 4		Vehicle Insurance	
Insurance Broker			
Insurance Company			
Start date:		Expiry date:	
Private Hire <input type="checkbox"/>		Public Hire	<input type="checkbox"/>
Section 5		Drivers	
You must list ALL drivers of the vehicle			
Driver name		Driver badge number	
Section 6		Documents that must be submitted with the application	
<ul style="list-style-type: none"> <li>V5C in applicant's name, V5C section 10 (new keeper details) or purchase invoice from a dealership</li> <li>Compliance pass certificate</li> <li>MOT certificate</li> <li>Current Insurance certificate / cover note</li> <li>Taximeter calibration certificate – Hackney Carriage Vehicle</li> <li>Proof of address for each applicant/limited company. This must be either a utility bill, bank/credit card/benefit/council tax statement or central/local government document which is no more than 3 months old</li> <li>Correct licence fee – payable by credit/debit card, cheque, postal order</li> <li>Any other documents in support of this application – please state:</li> </ul>			

**This application will not be accepted if you fail to provide all the necessary documents.**

Section 7		Declaration	
<p>I/we declare that to the best of my/our knowledge and belief, the answers given herein are true. I/we understand that if I/we knowingly or recklessly make a false statement or omit any material particular, I/we shall be guilty of an offence which is punishable by a fine.</p>			
<p>If a licence is granted I/we undertake to comply with the conditions attached on the grant of the licence.</p>			
Signature:		Date:	
Designation:			