

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

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

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 28 days from 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
- Vittoria Motor Services, Vittoria Street, Birkenhead – 0151 647 9779
- Walsh Autos, Cleveland Street, Birkenhead – 0151 647 5131
- Wirral Tyre and Commercial, Bassendale Road, Bromborough – 0151 334 9145

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.

- V5 in applicant's name, V5 new keeper supplement or purchase invoice from a dealership
- Compliance pass certificate
- MOT pass certificate
- Current Insurance certificate / cover note
- Taximeter calibration certificate (Hackney Carriage Vehicles only)
- 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

The current fees can be found on the Council's website: www.wirral.gov.uk/taxi

This application, together with the relevant documents and fee, must be submitted in person, **by appointment only**, to the Licensing Authority at Wallasey Town Hall, Brighton Street, Wallasey, Wirral, CH44 8ED.

Please email the Licensing Authority at taxilicensing@wirral.gov.uk to request an appointment.

Further information can be found on the Council's website: 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

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.

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

Section 1	Applicant details
Are you applying for a licence as	Individual applicant <input type="checkbox"/> Go to section 1A Partnership <input type="checkbox"/> Go to section 1B Limited company <input type="checkbox"/> Go to section 1C

Section 1A	Individual applicant
Surname	
Forename	
Trading Name (if applicable)	
Home address	<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="display: flex; justify-content: space-between;"> <div style="border-bottom: 1px solid black; width: 50%;"></div> <div style="border-bottom: 1px solid black; width: 40%; text-align: center;">Post Code</div> </div>
Date of Birth	
NI Number	
Telephone No.	<div style="border-bottom: 1px solid black; width: 50%;"></div> <div style="border-bottom: 1px solid black; width: 40%; text-align: center;">Mobile</div>
Email address	
Section 1B	Partnership
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)	
Details - partner 1	
Surname	

Forename			
Home address			
		Post Code	
Date of Birth			
NI Number			
Telephone No.		Mobile	
Email address			
Details – partner 2			
Surname			
Forename			
Home address			
		Post Code	
Date of Birth			
NI Number			
Telephone No.		Mobile	
Email address			
Trading Name (if applicable)			

Section 1C	Limited Company 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	
Details - Company Secretary			
Surname			
Forename			
Home address			
		Post Code	
Date of Birth			
Telephone No.			
Details - Company Director 1			
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 2	
I authorise the Licensing Authority to access my driving licence record online	
My DVLA code is:	
My driving licence number is:	
Has any applicant ever attended a Speed Awareness Course?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide the date(s) you attended the course(s)	
Motoring offences	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Details of any motoring offences	Offence date penalty
Investigations	
If any applicant is being investigated for any offence, including motoring offences, you must provide details below	
Name	Offence/investigation
Section 3 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 type="text"/>	Front <input type="text"/>	Rear <input 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 4	Vehicle Insurance		
Insurance Broker			
Insurance Company			
Start date:	<input type="text"/>	Expiry date:	<input type="text"/>
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	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
Section 6	Documents that must be submitted with the application		
<ul style="list-style-type: none"> V5C in applicant's name, V5C section 10 (new keeper details) or purchase invoice from a dealership 			
<ul style="list-style-type: none"> Compliance pass certificate 			

<ul style="list-style-type: none"> • MOT pass certificate
<ul style="list-style-type: none"> • Current Insurance certificate / cover note
<ul style="list-style-type: none"> • Taximeter calibration certificate (Hackney Carriage Vehicles only)
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • Correct licence fee – payable by credit/debit card
<ul style="list-style-type: none"> • Any other documents in support of this application – please state:

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

Section 7	Declaration	
<p>By signing this application form I/we declare that to the best of my/our knowledge and belief the information I/we have provided as part of my/our application is accurate and true. I/we understand that if I/we have knowingly or recklessly made any false statement or omitted any material particulars, I/we shall be guilty of an offence for which I/we may be prosecuted.</p>		
<p>Signature:</p> <p>Designation: Director</p>		<p>Date:</p>