



(VEHICLE APPLICATIONS)

GATESHEAD COUNCIL

Public Health Act 1875
Town Police Clauses 1847
Local Government (Miscellaneous Provisions) Act 1976 – Part II

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

Licensing Section, Regulatory Services, Civic Centre, Gateshead, NE8 1HH Tel:
0191 433 3000

Applicants should read the following notes before completing the form

1. STATEMENT OF TRUTH

The statement of truth on page 6 must be signed.

2. LICENSING HOURS

An Officer from the Licensing Section will be available to receive application forms between 08:45 and 17:00 hours Monday to Thursday (16:30 hours on Fridays) except on official holidays.

3. PAYMENT OF FEES

Licence fees must be paid when an application form is submitted. Payments may be made at Licensing Reception in Development and Enterprise or in Financial Services (at the cash desk on the ground floor) and a receipt obtained. Payments may be made between 08:45 – 16:30 hours Mon to Thursday and 08:45 – 16:00 hours on Fridays.

Payment may be made, in cash, by debit card or credit card (except American Express) or by cheque. **If payment is made by cheque, no licence will be granted or renewed until the cheque is cleared.**

Fees will only be refunded at the discretion of the Head of Service.

4. DOCUMENTS TO BE PRODUCED

- (1) the application form;
- (2) the official fee form duly receipted;
- (3) the current valid Certificate of Insurance covering use for (public and) private hire and reward (as applicable);
- (4) the Vehicle Registration Document;
- (5) (for a grant) a Ministry of Transport Test Certificate (if applicable);
- (6) (for a renewal) the current Certificate of Compliance (if applicable).

Applications will not be accepted unless all the required documents are produced.

5. SALOON CARS

Saloon cars may only be licensed as –

- Private Hire Vehicles
- Hackney Carriages under yellow plate numbers 1 – 85 on renewal, transfer or change of vehicle.

All other Hackney Carriages must be wheelchair accessible.

6. VEHICLE TEST

(1) General

Where the Head of Regulatory Services accepts an application, the applicant must present the vehicle to the Authority's Test Centre at Local Environmental Services. An appointment for this test will be arranged by the Authority. The applicant is liable to pay the cost of the test fee for any failure to attend.

(2) Meters (As from 1 April 2008 all meters must be Calendar Controlled)

A **Hackney Carriage** must have a properly tested and sealed taximeter installed before the vehicle is tested. This meter must be calibrated to enable testing in accordance with the Authority's current Hackney Carriage Fares Scale.

The vehicle must also be equipped to comply with the by-laws and conditions to be attached to any Licence granted.

If a **Private Hire Vehicle** is fitted with a meter the applicant must ensure it has been properly tested and sealed before the vehicle is tested. This meter must be calibrated to enable testing either in accordance with the Authority's current Fares Scale or the Operator's Fare Scale which must be clearly displayed in the vehicle.

The vehicle must also be equipped to comply with the Conditions to be attached to any Licence granted.

(3) Documents to be Produced at the Test Centre

The applicant must produce their letter from Regulatory Services referring to their test date and the most recent Certificate of Compliance issued by the Head of Transport Services or his authorised representative (if applicable), when the vehicle is presented for test.

7. INSURANCE

There must be a Policy of Insurance to comply with Part VI of the Road Traffic Act 1988 in respect of the vehicle which covers use for public and private hire (**Hackney Carriages**) or private hire (**Private Hire Vehicles**).

8. CHANGE OF VEHICLE

Any Licence relates only to the vehicle detailed on it. A proprietor who wishes to change the vehicle must submit a new application form in respect of that vehicle. The application fee will be the total fee chargeable. Any refund will be calculated by the Council as set out in the relevant policy document.

9. DURATION OF LICENCE

The Licence, if granted, expires twelve calendar months from the date of issue and any renewal application must be made at least 14 days before the Licence expires. If a renewal application is submitted late, the licence may expire before renewal can take place.

10. CHANGE IN PARTICULARS

Any change in the particulars given on your application form must be notified to the Authority within 7 days.

11. EMPLOYMENT OF HACKNEY CARRIAGE AND PRIVATE HIRE DRIVERS

During the time a proprietor employs or permits a driver to drive a Hackney Carriage, or a Private Hire Vehicle, the proprietor must retain that drivers Hackney Carriage or Private Hire Driver's Licence. However, this Licence remains at all times the Authority's property.

12. LEGIBILITY

An application may be rejected if the form is not clear and legible.

APPLICANT TO GIVE THE FOLLOWING INFORMATION

1. FULL NAME _____ DATE OF BIRTH _____
 ADDRESS _____

 HOME TELEPHONE NO _____
 WORK TELEPHONE NO _____

2. PLEASE INDICATE WHICH LICENCE(S) YOU ARE APPLYING FOR:

- | | | |
|---|---------|--------------------------|
| Hackney Carriage Proprietor's Licence | Grant | <input type="checkbox"/> |
| Hackney Carriage Proprietor's Licence | Renewal | <input type="checkbox"/> |
| Change of Hackney Carriage Vehicle | | <input type="checkbox"/> |
| Private Hire Vehicle Proprietor's Licence | Grant | <input type="checkbox"/> |
| Private Hire Vehicle Proprietor's Licence | Renewal | <input type="checkbox"/> |
| Change of Private Hire Vehicle | | <input type="checkbox"/> |

NB: If renewal of licence or change of vehicle application, please give:

(1) Private Hire Vehicle Licence No: _____

(2) Hackney Carriage Vehicle Licence No: _____

Plate type : Yellow / White (please delete as appropriate)

3. Give Name of Business (if any) and Address.	
4. Name and Address of Present Employer.	
5. Give details of ALL Licences in connection with Hackney Carriages or Private Hire Vehicles which are held or have been held by you and issued either by this Council or by another Licensing Authority, (to include full details of any suspensions or revocations)	

<p>6. Give details of Experience in the Hackney Carriage and/or Private Hire Trade:</p> <p>(1) In this Council's area</p> <p>(2) In other Councils' area</p>	
<p>7. Give Particulars of Vehicle:</p> <p>(a) Make and Model:</p> <p>(b) Registration No:</p> <p>(c) Colour</p> <p>(d) Passenger Seating Capacity</p> <p>(e) Wheelchair Passenger Capacity</p> <p>(f) No of Passenger Doors:</p> <p>(g) Engine Capacity</p> <p>(h) Date of First registration</p>	
<p>8. If the Vehicle is subject to a Hire Purchase or similar Agreement, please insert full names and particulars of the parties to such agreement and the person in possession of the vehicle under such agreement.</p>	
<p>9. Give details of place where vehicle is kept:</p>	

<p>10. Give Name and Address of the company through which the vehicle is insured and full particulars of insurance:</p> <p>Number of Policy/Cover Note</p> <p>Date Issued</p> <p>Duration of Policy/Cover Note</p> <p>Date of Expiry</p> <p>Details of Cover (who is allowed to drive etc)</p>	
<p>11. Give full details of any person having an interest in the vehicle and the nature of such interest</p>	

12. STATEMENT OF TRUTH

I _____ [print full name]

of _____ [print full address]

confirm that to the best of my knowledge and belief the answers given on this application form are true.

I sign it knowing that my licence may be revoked if I have wilfully stated in it anything which I know to be false or do not believe to be true, or have omitted a material particular.

If a licence is granted I undertake to comply with the conditions attached to the licence.

Signature of applicant _____ Date _____

13. Disclosure of information

We must protect the funds that we handle and so may use the information you have given on this form to prevent and detect fraud. We may also share this information, for the same purpose, with other organisations that handle public funds.