

Application for a Hackney Carriage, Private Hire or Pedi-cab Vehicle Licence

1	Standard applicant profile section	
1.1	Full Name	
1.2	Full Postal Address	
1.3	Main contact telephone number	
1.4	Other telephone number	
1.5	Email address	

**Apply to North Norfolk District Council to grant subject to the provisions of
Part II of the Local Government (Miscellaneous Provisions) Act 1976, a Licence
to use the motor vehicle detailed below.**

Please complete all the questions on the form in **BLOCK capitals** and in **black ink**.
If you have nothing to record, please state "Not applicable" or "None".

2	Type of Application	
2.1	Type of application	New <input type="checkbox"/> Renewal <input type="checkbox"/>
2.2	Existing licence plate number (renewal only)	
2.3	Expiry date on plate (renewal only)	
2.4	Type of Vehicle Plate (tick only one)	Private Hire <input type="checkbox"/> Hackney Carriage <input type="checkbox"/> Pedi-cab <input type="checkbox"/> Note: Hackney Carriage Plate allows vehicle to be used for both Hackney Carriage and Private Hire

3	Details of Vehicle	
3.1	Registration Number/Pedi-cab Frame Number	
3.2	Make	
3.3	Model	
3.4	Date of Registration	
3.5	Engine Capacity (n/a if Pedi-cab)	
3.6	Engine Type (n/a if Pedi-cab)	
3.7	Colour	
3.8	Mileage Reading (n/a if Pedi-cab)	
3.9	Number of Seats (exclusive of driver)	
3.10	Wheelchair Accessible (i.e. to carry a passenger whilst remaining in his/her wheelchair)	Yes <input type="checkbox"/> No <input type="checkbox"/>

4 Ownership of Vehicle		
4.1	Full name of every Owner or part-owner of vehicle (use continuation sheet if necessary)	
4.2	Full Address	
4.3	Full name of Registered Owner and/or Keeper (state both if different)	
4.4	Full Address	
4.5	Full name of every person to whom the vehicle is let or rented (use continuation sheet if necessary)	
4.6	Full Address	
4.7	Address where the vehicle is normally kept when not in use for hire or reward	

5 RENEWAL ONLY		
5.1	Have there been any material changes made to the vehicle in the last licensing year?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.2	If YES, please give full details	

6 Operator Details		
6.1	Full name of Operator	
6.2	Name of Company	
6.3	Operator Licence Number	
6.4	Operator Telephone Number	
6.5	Operator Email Address	
6.6	Operator Website Address	
6.7	Have any of the applicants ever held any type of Private Hire, Hackney Carriage or Pedi-cab Licence, which was suspended or revoked?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.8	If Yes, please give details	
6.9	Have any of the applicants ever been refused any type of Private Hire, Hackney Carriage or Pedi-cab Licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.10	If Yes, please give details	

7	Vehicle signage request		
7.1	Given the nature and use of the vehicle I wish to apply for the vehicle to display the following signage (in addition to that specified in section 6 of the Vehicle licence conditions)	Specify exact details to be sign written	Position on vehicle
7.2	Name of operator/company		
	Operator/company phone number (landline only)		
	Company logo (description)		
	Other signage		

8	Special Vehicles - Plate Dispensation Request – For Private Hire Vehicles Only (if undertaking certain duties as detailed below) EACH CASE WILL BE CONSIDERED ON ITS MERITS		
8.1	Given the nature and use of the vehicle I wish to apply for a dispensation from the requirement to display a licence plate at all times	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.2	If YES, please give reason(s) for request. Dispensation only valid for following reasons and journeys : Plate must be displayed for any other hire and reward contracts.	Tick ✓ reasons for dispensation request	
		Weddings/Funerals Contracts	<input type="checkbox"/>
		Discreet Chauffeur Driven Contracts	<input type="checkbox"/>

9	Standard declaration and signature section		
9.1	I am the Proprietor of the vehicle to which this application applies. The following are the full names and addresses of every Proprietor or part Proprietor of the vehicle or every person concerned, either solely or in partnership with any other person in the keeping, employing or hiring of the vehicle.		
9.2	Full Name		Full Name
	Address		Address
	Nature of Association		Nature of Association
9.3	I declare that the motor vehicle detailed in this application is owned by the applicant(s) and that to the best of my knowledge and belief; the above particulars are true in every respect. I have read the Licence Conditions and undertake in case of the Licence being granted, to observe and perform such Conditions. This Authority is under 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. Signature		
9.4	Print Name		
9.5	Date		
9.6	IT IS AN OFFENCE FOR ANY PERSON TO KNOWINGLY OR RECKLESSLY MAKE A FALSE STATEMENT OR TO OMIT ANY PARTICULAR MATERIAL IN GIVING INFORMATION IN THIS FORM. YOUR ATTENTION IS DRAWN TO SECTION 40 TOWN POLICE CLAUSES ACT 1847 AND SECTION 48(3) LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976, WHICH ARE PRINTED ON THE LAST PAGE OF THIS FORM		

10	Supporting Documentation Checklist
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	This form should be completed and returned to Licensing Section, North Norfolk District Council, Holt Road, Cromer, Norfolk NR27 9EN. Please ensure the following documents/information is enclosed with application. Non compliance will result in application being returned as invalid.			
10.1	Vehicle Registration Document/Proof of Ownership for Pedi-cab (Original) for new licence			<input type="checkbox"/>
10.2	Insurance Document (Original) (valid at time licence to commence covering appropriate vehicle use e.g public hire and or private hire)			<input type="checkbox"/>
10.3	M.O.T Details (valid at time licence to commence) (n/a for Pedi-cab) MOT Test Number (from VT20 Test Certificate) Document Reference Number (from V5C registration certificate)			<input type="checkbox"/>
10.4	Vehicle Inspection Report(s) (If re-test required, submit initial test and any subsequent re-test reports) Date of initial test _____ Date of retest _____			<input type="checkbox"/>
10.5	Appropriate Fee (refer to Taxi Licensing Fee sheet)	Basic Fee (includes first Vehicle Inspection)		<input type="checkbox"/>
		Vehicle Inspection Retest/Meter Fee (if applicable)		<input type="checkbox"/>
		Other Fees or charges		<input type="checkbox"/>
10.6	How would you prefer to receive the new plates and licence? Please tick one.	Collect in person <input type="checkbox"/>	2 nd class post <input type="checkbox"/>	
10.7	For renewals, do you require any replacements for the following? Please tick as necessary.	External plates <input type="checkbox"/>	Internal plates <input type="checkbox"/>	Wind-screen pouches <input type="checkbox"/>

11	Preferred Payment Methods			
11.1	Debit/Credit Card (via website/telephone/in council offices)	Payment codes: HC New: 1171 8252 604024 HC Renewal: 1171 8252 604025 PH New: 1171 8252 604042 PH Renewal: 1171 8252 604043 Receipt number: Date of Payment: <small>(provided by Customer Services Advisor at time of payment)</small>		
11.2	Cheque/postal order (via postal service/in council offices)	Payable to NNDC		

12	Service Statement			
12.1	RENEWAL APPLICATION: We will process any applications within 7 working days on receipt of a valid and acceptable application. Therefore, all applications and supporting documentation must be received by the Licensing Authority at least 7 working days prior to the expiry of your current licence to insure that your licence is renewed in time. NEW APPLICATION: We will process any new applications within 7 working days on receipt of a valid and acceptable application.			

Section 40

Persons applying for licence to sign a requisition for the same. Before any such licence is granted a requisition for the same, in such form as the commissioners from time to time provide for that purpose, shall be made and signed by the proprietor or one of the proprietors of the hackney carriage in respect of which such licence is applied for; and in every such requisition shall be truly stated the name and surname and place of abode of the person applying for such licence, and of every proprietor or part proprietor of such carriage, or person concerned, either solely or in partnership with any other person, in the keeping, employing, or letting to hire of such carriage; and any person who, on applying for such licence, states in such requisition the name of any person who is not a proprietor or part proprietor of such carriage, or who is not concerned as aforesaid in the keeping, employing, or letting to hire of such carriage, and also any person who wilfully omits to specify truly in such requisition as aforesaid the name of the person who is a proprietor or part proprietor of such carriage, or who is concerned as aforesaid in the keeping, employing, or letting to hire of such carriage, shall be liable to a penalty not exceeding level 1 on the standard scale.

Section 48(3)

In every vehicle licence granted under this section there shall be specified—

(a) the name and address of—

(i) the applicant; and

(ii) every other person who is a proprietor of the private hire vehicle in respect of which the licence is granted, or who is concerned, either solely or in partnership with any other person, in the keeping, employing or letting on hire of the private hire vehicle;

(b) the number of the licence which shall correspond with the number to be painted or marked on the plate or disc to be exhibited on the private hire vehicle in accordance with subsection (6) of this section;

(c) the conditions attached to the grant of the licence; and

(d) such other particulars as the district council consider reasonably necessary.