

Town Police Clauses Act 1847
Local Government (Miscellaneous Provisions) Act 1976

Application for Hackney Carriage / Private Hire Vehicle Licence

Type of licence sought: <i>(tick one)</i>	<input type="checkbox"/> Hackney Carriage	<input type="checkbox"/> Private Hire Vehicle
	<input type="checkbox"/> Simultaneous TFL/EEBC Hackney Carriage	

I am applying for a: <i>(tick one)</i>	<input type="checkbox"/> New licence <input type="checkbox"/> Renewal of licence <input type="checkbox"/> Substitution of vehicle <i>(transfer)</i>	MOT must be passed no more than 8 weeks before applying for a licence
	<input type="checkbox"/> Change of ownership <input type="checkbox"/> Update of vehicle details <i>(e.g. personal reg. no etc)</i>	MOT not required for application of these types

Please write legibly in **block capitals** and ensure that your answers are inside the boxes and written in **black ink**. All questions must be answered. Incomplete applications will not be processed.

You may wish to keep a copy of the completed form for your records.

Section 1: Licence Details

This section should be left blank on new licence applications

Plate number:		Expiry date of current licence:	
---------------	--	---------------------------------	--

Section 2: Vehicle Details

Registration number:	
Chassis number (VIN):	
Manufacturer:	
Model:	
Colour(s):	
Body Style:	<input type="checkbox"/> Saloon <input type="checkbox"/> Estate <input type="checkbox"/> MPV <input type="checkbox"/> Minibus Other:
Date of first registration:	
Engine capacity:	cc
Engine type:	<input type="checkbox"/> Petrol <input type="checkbox"/> Diesel <input type="checkbox"/> LPG <input type="checkbox"/> Electric Other: <i>(for hybrids please tick all that apply)</i>
Number of passengers that the vehicle is constructed to safely carry: <i>(do not include the driver in this number)</i>	
Is the vehicle constructed to safely carry passengers in wheelchairs:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 3: Proprietor Details

Applicant Status	<input type="checkbox"/> Individual Owner (complete section 3A) <input type="checkbox"/> Joint Applicant (Complete section 3A and 3B) <input type="checkbox"/> Limited Company (Complete Section 3C)
------------------	--

Section 3: Individual Owners Details

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss Other:		
First Name:			
Surname:			
Address:			
Telephone number:		Mobile number:	
Email address:			
Do you hold a EEBC licensed driver badge?	<input type="checkbox"/> No <input type="checkbox"/> Yes If YES, please provide badge number and expiry date:		

Section 3B: Second Joint Owner's Details (if more than 2 owners than please supply further details on separate sheet)

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss Other:		
First Name:			
Surname:			
Address:			
Telephone number:		Mobile number:	
Email address:			
Do you hold a EEBC licensed driver badge?	<input type="checkbox"/> No <input type="checkbox"/> Yes If YES, please provide badge number and expiry date:		

Section 3C: Limited Company Details

Full name of Company	
Company Registration Number	

Address of Registered Office			
Responsible Contact name:			
Telephone number:		Mobile number:	
Email address:			

Section 4: Applicant Previous Licence History

Has any person of company named above ever had a licence application refused or licence revoked by any licensing authority?	<input type="checkbox"/> No <input type="checkbox"/> Yes If YES, please provide below the name of the Licensing Authority, the date of the decision, and a summary of the reasons for the decision
---	---

Section 5: Registered Keeper Details as shown on the DVLA V5C document (leave this section blank if the details are the same as shown in section 3A or 3C)

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	Other:
First Name:				
Surname:				
Address:				

Section 6: Hirer Details (leave this section blank if no other person apart from the applicant(s) shown in Section 3A/3B will be authorised to drive this vehicle)

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	Other:
First Name:				
Surname:				
Address:				
Telephone number:		Mobile number:		
Epsom and Ewell Badge Number		Expiry date		

Section 7: Usage details

PH only	Name of private hire operator:		
HC only	If licensed, is it intended that the vehicle will be used wholly or mainly as a private hire vehicle remote from the Borough of Epsom & Ewell?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Address where vehicle is kept when not in use:	
--	--

Section 8: Declaration and signatures

- I hereby apply for a Hackney Carriage or Private Hire Proprietors licence, and declare that to the best of my knowledge and belief, the information given on this form is true in every respect.
- I understand that it is an offence for any person to knowingly or recklessly make a false statement or to omit any material particular in giving information required by this form.
- In addition I confirm I am aware of and will adhere to the penalty points system and understand that if points are accrued this may result in the suspension or revocation of my licence at a licensing committee hearing
- I have read the Epsom and Ewell Hackney Carriage and Private Hire Licensing Policy and Licence Conditions and undertake in the event of a licence being granted to observe and adhere to these.
- If my vehicle is a designated wheelchair accessible taxi or PHV I consent for my name, contact number, and email and/or website address to be published on the list of designated wheelchair accessible taxis and PHV's maintained by the Council

Print name			
Signature		Dated	

This application should be e-mailed to licensing@epsom-ewell.gov.uk along with all required documentation at least **7 days** before the date the licence is required to be effective. The Council gives no assurance that applications made after this time will be determined (processed) by the required date.

Documents to be supplied with this application;-

- An MOT Test Certificate which is no more than eight weeks old from the date of application, an exception is made for vehicles which have covered less than 2000 miles.
- An Insurance certificate or cover note covering the driver for private hire/public hire
- The V5 Registered Keeper document (log book), or for new vehicles the V5C New Keeper supplement. For Newly registered vehicles where the log book has not yet been issued, the confirmation of registration document from the dealer must be supplied.

Guidance Notes

1. This authority is under a 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
2. The licence can only be granted to the proprietor of the vehicle. The proprietor is the person who owns the vehicle. In cases of joint ownership the Council will grant the licence to the principal owner. In the case of leased vehicles, the Council will accept the person who leases the vehicle as being the proprietor.

3. The insurance certificate must make it clear that the vehicle is insured for the purposes of hire and reward and must identify those who are licensed to drive the vehicle. This vehicle can only be driven by a Hackney Carriage/Private Hire driver licensed by Epsom & Ewell Borough Council.
4. The renewal licences will be valid for a period of one year from the date of expiry of the current licence.
5. The vehicle licence plate will be fixed to the vehicle at the Council Office.
6. The vehicle licence identity plates remain the property of the Council.
7. Private Hire vehicles being presented for first licensing by the Authority may be no older than six years old as of the date of application. An exception may be made for older vehicles if considered by an Authorised Officer to be in an excellent condition ie. bodywork which is free from scratches, dents and rust, a cosmetically clean interior and good service history records.
8. All hackney carriages which are being presented for first licensing by the Authority should be Euro 5 compliant.
9. Proprietors may appeal to the Magistrates Court or, in certain circumstances, to Crown Court, within 21 days if they are aggrieved by a decision of the Council, or any conditions attached to the grant of a licence.