


APPLICATION FOR A HACKNEY CARRIAGE VEHICLE LICENCE

REQUIREMENTS AND CONDITIONS

- ❖ This application is for a one year licence for a hackney carriage vehicle to ply for hire within Guildford Borough. A separate licence is required for the driver of a hackney carriage.
- ❖ The Council attach **conditions** to the grant of a hackney carriage vehicle licence, details of which are available separately as are details of **byelaws** that are also in force.
- ❖ Particular attention should be paid to the various conditions regarding the **age and type and specifications for vehicle that may be licensed as a hackney carriage vehicle**. There are also licence requirements applicable for **signs, meters, fire extinguisher and first aid kit**.
- ❖ A mechanical inspection of the vehicle will take place at Woking Road Depot, Woking Road, Guildford, GU1 1QE. **To book an appointment please telephone 01483 445091.**
- ❖ Once the vehicle has passed the mechanical inspection an appointment should be made with the Licensing & Enforcement Officer (TEO) by telephoning 01483 444727. He is located at Millmead House, Millmead, Guildford, Surrey, GU2 4BB. A completed application will need to be handed in with all other relevant documents. (Detailed on the application form). Failure to produce the required documents may result in a delay in issuing the licence, or the application being refused. The current licence fee will be payable, either by cash or cheque.
- ❖ If an application is refused, you will be informed of the reasons and informed of your right of appeal to a Magistrate's Court.
- ❖  We will respect your personal data and deal with it in accordance with the Data Protection Act 1998. Any forms you complete that contain personal data will contain information as to how we will use the data you supply.
- ❖ If you have any questions regarding this application, or want information regarding other licences, please contact the Taxi Enforcement Officer, telephone 01483 444727.
- ❖ **YOU CANNOT USE A VEHICLE AS A HACKNEY CARRIAGE UNTIL THE LICENCE AND LICENCE PLATE ARE ISSUED.** THE LICENCE WILL PERMIT THE VEHICLE TO PLY FOR HIRE IN GUILDFORD BOROUGH ONLY.


GUILD FORD
B O R O U G H

APPLICATION FOR THE GRANT OF A HACKNEY CARRIAGE VEHICLE LICENCE

Please complete all sections in **BLOCK CAPITALS in black ink** and submit the form after making an appointment with the Taxi Enforcement Officer at Millmead House Guildford once the vehicle has passed inspection.

You will be required to produce: Registration document, Bill of sale or HP Agreement, HPI Report (Non new vehicles only, at first application) Proof of European Whole Vehicle Type Approval (Wheelchair accessible vehicle only), Pink Inspection Form (Issued by Woking Road Depot) Current insurance certificate, MOT Test Certificate (Taxis require an MOT when they are 1 year old), the fee due.

IT IS AN OFFENCE TO MAKE FALSE STATEMENTS ON THIS FORM

I/we the owner(s) of the vehicle stated below, hereby apply for it to be licensed as a hackney carriage vehicle. I/we certify that the particulars given below are correct and complete to the best of my/our knowledge and I/we understand that I am/we are liable to prosecution if I/we make any statements falsely. I/we undertake to notify the Council of any change in these particulars during the currency of the licence.

Signed (First named applicant) : Date:



1. Vehicle details:

Plate No: HCV (Office use only):.....

Registration number:..... Date of registration:.....

Make: Model:.....

Body type: **PURPOSE BUILT TAXI / SALOON / ESTATE / HATCHBACK** (please delete as appropriate)

Fuel type: Is the vehicle wheelchair accessible: **YES / NO**
(please delete as appropriate)



2. Applicant's Details: (The applicant must be the owner, or one of the owners, of the vehicle as shown on the Registration Document, Bill of Sale and on any HP or Lease Agreement).

Surname : Mr/Mrs/Miss/Ms:

ALL First or other Names:

Address:

..... Postcode:

Telephone No. (Home) (Mobile)

E-mail address:

Age: Date of Birth:..... Place of Birth:



3. All other proprietors:

- (1) Surname Mr/Mrs/Miss/Ms :..... All other names :.....
Address:.....
..... Postcode:
- (2) Surname Mr/Mrs/Miss/Ms: All other names:.....
Address:.....
..... Postcode
- (3) Surname Mr/Mrs/Miss/Ms: All other names
Address:.....
..... Postcode



4. Is any other person concerned in the keeping, employing or letting to hire of the vehicle? YES / NO

If YES, please give the name and address of the person(s) and their type of interest and involvement with the vehicle:
.....
.....



5. Is the vehicle the subject of a Hire Purchase Agreement or a Leasing Agreement? YES / NO

If YES, who is named in the agreement as the hirer or lessee of the vehicle?
.....
.....



6. Where will the vehicle normally be kept when not in use (address):

.....
.....



7. Has the vehicle been damaged since it was last tested by Guildford Borough Council? YES / NO

If YES, please give details:
.....



8. Do you intend to drive this vehicle yourself? YES / NO



9. Do you intend to rent the vehicle to another person? YES / NO

If YES, please give details of the licensed driver(s):
.....
.....



10. Please list ALL current drivers:

.....



11. Which operator (radio circuit) will this vehicle be controlled by (if any):

.....





DATA PROTECTION ACT 1998.

The Data Controller in respect of the personal data contained in this application is the Clerk and Solicitor, Guildford Borough Council. The data will be used primarily to process your application and in connection with the issue of a Hackney Carriage Licence. The Council has a duty to protect the public funds it administers, and to this end we may share the data within the Council for the prevention and detection of fraud. We may also share this information with other bodies administering public funds solely for these purposes and with the Police in respect of the prevention and detection of crime.

Under Section 42 Town Police Clauses Act 1847, the local authority are required to maintain a register of hackney carriages, including the following details, which are available for inspection by members of the public:

1. The name and address of every person who is a proprietor or part proprietor of the vehicle.
2. The date on which and the period for which it is granted.
3. If the licence has a serial number, that number.
4. Details of every offence committed by any proprietor or driver.

For office use only

Reg. Doc Bill of sale Insurance MOT

Council Test HPI Doc E-Type Cert

Fee: £..... Receipt No:Cash / Cheque Date:

Licence GRANTED / REFUSED

If granted, Licence No: HCV..... Valid From:to:

If refused,

reason:.....