

# Application Form for Hackney Carriage Vehicle Licence



## RUGBY BOROUGH COUNCIL HACKNEY CARRIAGE VEHICLE PROPRIETOR LICENCE APPLICATION FORM

BADGE NO.

**1. Data Protection**

We will process your data in accordance with the Data Protection Act 2018. We may need to share your data with other organisations, but where this is necessary for us to carry out our functions. For more information on how we deal with your personal data see [www.rugby.gov.uk/privacy](http://www.rugby.gov.uk/privacy)

**2. Please complete this form in BLOCK CAPITALS and in ink.**

3. Please  tick what type of application this is. **FIRST GRANT**  **RENEWAL**   
For a licence that has not been issued before For the renewal of a vehicle licence which has not expired

4. **Current Rugby Hackney Carriage Hire Vehicle**  
Licence/Plate number and Expiry Date (Not applicable for first grant)
- | Licence/Plate No. | Expiry Date |
|-------------------|-------------|
| HC                | / /         |

**5. Applicant's/Proprietor's Details**

(If there is more than one proprietor of this vehicle the details of the other proprietors must be provided in Section 15)

Title 

MR	MRS	MS	MISS	
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 Please delete as necessary or enter another title in the blank box Date of Birth / /

Surname Forename(s)

Home Address  
Post Code

Home Phone No. Mobile Phone No.

Email address

**6. Proprietors Details**

Proprietors Trading Name (if applicable)

Proprietors Business Address (if applicable)  
Post Code

**7. Vehicle details**

Vehicle Registration Number

Date first registered by the DVLA (if new, and not yet registered, this date must be supplied before a licence is granted) / /

Vehicle Make

Vehicle Model

Vehicle Colour (**WHITE ONLY**)

Engine Capacity CC

Is the vehicle right hand drive?

Answer YES or NO

Passenger seating capacity (excluding driver)

Is the vehicle wheelchair accessible?

Answer YES or NO

If yes, are wheelchairs loaded into the vehicle from the side or the rear?

Answer SIDE or REAR

Wheelchair passenger capacity

Wheelchair training Pass Certificate

Answer Yes or No

Pass Certificate Number  
(please attach a copy of the certificate)

Number of passenger/driver doors (minimum 4)

8. Will this vehicle have at least two exit doors accessible from each passenger seat?

Answer YES or NO

9. Is this vehicle licensed with any other Authority?

Answer YES or NO

10. Have you checked with the Licensing Office that this vehicle is approved for licensing?

Answer YES or NO

11. Meter: Make  
(if fitted)

Model  
(if fitted)

12. Details of **All** Drivers who will drive this vehicle

Full Name	Address	Badge Number	Radio Call Sign

13. Details of **All** proprietors of this vehicle

Full Name	Address	Telephone No.	Mobile Phone No.

**14. Addresses where the vehicle is kept when not in use**

(if different/in addition to the addresses in Sections 5 and 6 on page 1)

Address	Post Code

**15. If you are not a British Citizen please include below details of any workers permit authorising you to work in the UK**

**Applicants are advised that, to knowingly or recklessly make a false statement, or omit any material particular from this application, or any document submitted with it, is an offence punishable on conviction by a fine of up to £1000.**

I hereby apply to the Borough Council of Rugby for a LICENCE under the Town Police Clauses Acts 1847 and 1889, for a certain vehicle, particulars of which are given on this form, to ply for hire within the Borough, subject to all conditions as may be contained in such licence and also to provisions of the said Acts and Bye-Laws in force, relating to Hackney Carriages, all of which conditions, Acts and Bye-Laws I hereby undertake to observe and perform. I accept that if I, or my employees, infringe or neglect to comply with any of the conditions, Acts or Bye-Laws subject to which the licence is held, the same shall be liable to be revoked or not renewed by the Council. I hereby declare that the statements I make on this form are true.

I declare that the vehicle is a brand new vehicle (first time Hackney vehicle applications only. This does not apply to Hackney renewal applications).

I declare that all drivers operating a wheelchair accessible vehicle are fully trained in disability awareness and are fully trained to be able to load and secure passengers in wheelchairs safely.

**16. Applicant's usual signature**

**17. Date applicant signed form**

/ /

**It is important that you understand the following points prior to signing this declaration. If you do not, you are advised to speak to a licensing officer.**

1. Any changes whatsoever in the particulars shown on the application form at the time of granting any licence shall be notified, in writing within 7 days, to the Head of Environmental Services, Town Hall, Evreux Way, CV21 2RR.
2. Should your application be approved, the licence plate issued with the licence shall be displayed at all times on the outside of, and at the rear of the vehicle to which it relates (for purpose-built vehicles the plate shall be displayed in the central position, for saloon vehicles right side of the rear bumper).
3. There shall not be a greater number of passengers carried in the vehicle than the number of persons specified in the licence.
4. The current insurance document and Ministry of Transport Test Certificate shall, where applicable, be available for inspection by an officer authorised by the Borough Council.
5. The vehicle must have affixed to it a roof sign of a type approved by the Head of Environmental Services. The sign must show the word "TAXI" at the front and be internally illuminated during the hours of darkness unless on hire.
6. A fare-meter is to be fitted to the vehicle. When the machinery of the fare-meter is in action there shall be recorded on the face of the fare-meter in figures clearly legible and free from ambiguity the appropriate fare. The word "fare" shall be printed on the face of the fare-meter in plain letters so as clearly to apply to the fare recorded thereon. The fare-meter shall be so placed that all letters and figures on the face thereof may be at all times plainly visible to any person being conveyed in the vehicle, and for that purpose the letters and figures shall be capable of being suitably illuminated during any period of hiring. The fare-meter and all fitting thereof shall be so

fixed to the vehicle with seals or other appliance that it shall not be practicable for any person to tamper with them except by breaking, damaging or permanently displacing the seals or other appliances. A tariff card shall be clearly displayed.

7. Accidents causing damage to vehicles which materially affect the safety, performance or appearance of the vehicle, must be reported to the Council within 72 hours.
8. The licence holder shall notify the Council within 7 days of any convictions involving offences under the Local Government (Miscellaneous Provisions) 1976 Act or the Road Traffic Acts (as amended) in relation to hackney carriages or any other criminal conviction recorded against him. Such notification shall be in writing to the Head of Environmental Services and shall specify the date of conviction and give particulars of the conviction and penalty imposed.
9. There shall be no form of advertisement affixed to the exterior or interior of a private hire vehicle without prior consent of the Head of Environmental Services.
10. If the hackney carriage vehicle, once licensed, ceases to be used for hackney carriage purposes the official Borough Council plate shall be returned to the Head of Environmental Services within 7 days. The Hackney Carriage vehicle licence plate shall remain the property of the Council and shall be returned upon revocation, expiry or suspension of the licence, within 7 days or after the service of an appropriate notice by the Head of Environmental Services.

I am signing to say that I understand the meaning of all these points.

**WARNING:** Rugby Borough Council 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 this purpose. For further information please contact the Corporate Assurance Manager on 01788 533451.

Applicant's usual signature

Date declaration signed

**FOR OFFICE USE ONLY**

Licence Fee Paid	Date	Receipt No.
£	Plate	

Plate Deposit Paid	Date	Receipt No.
£		

Flare software amended

Date \_\_\_/\_\_\_/\_\_\_ Initial \_\_\_\_\_

**Flare Premises Reference Number**

Mechanical Check	Date	Expiry Date	Received Date
MOT Check	Date	Expiry Date	Received Date
Insurance	Date	Expiry Date	Received Date