

Application Form for Private Hire Vehicle Licence



RUGBY BOROUGH COUNCIL PRIVATE HIRE 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 only 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

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 licensed before For the renewal of a vehicle licence which has not expired

4. Current Rugby Private Hire Vehicle Licence/Plate number and Expire Date (Not applicable for first grant)

Licence/Plate No.	Expire Date
PH	/ /

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	
----	-----	----	------	--

 Please delete as necessary or enter another title in the blank box Date of Birth

/	/
---	---

Surname

 Forename(s)

Address

Post Code	

Home Phone No.

 Mobile Phone No

Email address

6. **Operator's Details**

Operator Trading Name

Operator Address

Post Code	

OPERATOR'S ENDORSEMENT

I endorse this application and confirm that the above named applicant will be driving this licensed Private Hire Vehicle operated through me.

Operator's Signature

Date

7. Details of the 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)

Details of the Vehicle (continued)

Vehicle Make

Vehicle Model

Vehicle Colour

Engine Capacity

CC

Is the vehicle right hand drive?

Answer YES or NO

Passenger Seating Capacity (Excluding Driver)

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. Make of meter (if fitted)

Model of meter
(if fitted)

12. Which Company will be supplying the bookings?

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

Full Name	Address	Badge Number	Radio Call Sign

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

Full Name	Address	Telephone No.	Mobile Phone No.

15. Addresses where the vehicle is kept when not in use (if different or in addition to the addresses in section 6 or 7 on page 1)

Address	Post Code

16. I am not a British Citizen and include below details of my workers permit authorising me 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.

Section 48 of the Local Government (Miscellaneous Provisions) Act 1976

I hereby apply to the Borough Council of Rugby for a LICENCE for a certain vehicle, particulars of which are given, to seat persons 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 Private Hire Vehicles, 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.

17. Applicant's usual signature

18. 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 change of personal or business address or other details in the particulars shown on the application form at the time of granting this licence, shall be notified, in writing within 7 days, to the Head of Environmental Services, Town Hall, Evreux Way, CV21 2RR.
2. The licence plate issued with this licence shall be displayed at all times on the outside of, and at the rear of the vehicle to which it relates – (right side of 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. Current insurance documents and Ministry of Transport Test Certificates shall, where applicable, be available for inspection by an officer authorised by the Borough Council.
5. 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.
6. The licence holder shall notify the Council, within 7 days, of any convictions involving offences under the 1976 Act or the Road Traffic Acts (as amended) in relation to private hire vehicles 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.
7. 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.
8. If the private hire vehicle hereby licenced, ceases to be used for private hire purposes, the official Borough Council plate shall be returned to the Head of Environmental Services within 7 days. The Private Hire 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.

