

	Horsham District Council	APPLICATION FOR THE GRANT / RENEWAL OR CHANGE OF A PRIVATE HIRE VEHICLE - LICENCE Local Government (Miscellaneous Provisions) Act 1976
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Application Type:	NEW		RENEW		VEHICLE CHANGE	
Vehicle Licence Number:	PHV:					

VEHICLE DETAILS

Registration Number		Date of First Registration	
Manufacturer		Model	
Body Style		Engine Size and Fuel	
Colour		Meter Make (if fitted)	
Number of Seats (excluding driver)		Wheelchair Access	
Insurance Provider		Date of next MOT	
Is your vehicle equipped with the following:- (tick / delete as appropriate)	A Taximeter A Two Way Radio		
Does this vehicle run on LPG or has it been adapted to run on LPG?			

Please complete all sections of this application form and provide any additional supporting documents as outlined within the checklist at the end of this form. If supporting documentation is not provided or has expired, then your application will be rejected. Incomplete applications will also be rejected.

Once completed, please return your application to:

Horsham District Council, Licensing Team
 Albery House
 Springfield Road
 Horsham
 West Sussex
 RH12 2GB

Alternatively you can scan and send your application by email with all supporting documentation to:
licensing@horsham.gov.uk

All vehicles must be no older than 5 years (from the date of first registration shown on the vehicle registration document) when first licensed. All vehicles must comply with any relevant Council Policies and Condition for the duration of its licence and any other requirement relating to Private Hire Vehicles or motor vehicles: including the requirement to be mechanically inspected every six months during any licence term. The Council is not responsible for any costs incurred resulting from the purchase of a vehicle which is not suitable for Licensing.

If you have any questions relating to the application process and/or requirements, please refer to the Council's Licensing Policy (available at www.horsham.gov.uk/licensing/taxi-and-private-hire/taxi-and-private-hire-licensing-policy-and-guidance) or contact the Licensing Team directly via Licensing@Horsham.gov.uk

YOU CANNOT USE A VEHICLE AS A PRIVATE HIRE VEHICLE UNTIL THE LICENCE AND LICENCE PLATE ARE ISSUED.

APPLICANT DETAILS

Person(s) in possession and control of the vehicle who will be considered the Proprietor of the Private Hire Vehicle Licence, unless otherwise stated. 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.

Company Name			
Title		Full Name	
Date of Birth		Place of Birth	
National Insurance Number		Nationality	
Email Address			
Home Phone Number		Mobile Number	
Current Home Address incl. postcode			

OTHER PERSONS WITH AN INTEREST IN THE VEHICLE

Please list details of all other proprietors or persons with an interest in the vehicle, including other person concerned in the keeping, employing or letting to hire of the vehicle.

No Proprietors	
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Proprietor 1			
Full Name			
Date of Birth		Place of Birth	
National Insurance Number		Nationality	
Email Address			
Home Phone Number		Mobile Number	
Address			

Proprietor 2			
Full Name			
Date of Birth		Place of Birth	
National Insurance Number		Nationality	
Email Address			
Home Phone Number		Mobile Number	
Address			

FINANCE OR HIRE PURCHASE ARRANGEMENTS

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?		

INSURANCE DETAILS

Name and address of insurance company			
Policy Number		Policy Expiry Date	
Does Policy cover carriage of passengers for hire or reward/ Private Hire usage?			

DRIVER DETAILS

Please list all drivers of the vehicle. Once licensed, the vehicle may only be driven by a driver holding a Private Hire Driver's licence issued by Horsham District Council, even when off duty.

Driver Name		Licence Number	
Driver Name		Licence Number	
Driver Name		Licence Number	

OPERATOR AND USE DETAILS

List all licensed Operators controlling the vehicle

Operator Name		Licence Number	PHO
Operator Name		Licence Number	PHO
Operator Name		Licence Number	PHO

Have any of the applicants ever been refused any type of private hire or hackney carriage licence?	Yes	No
Have any of the applicants ever held any type of private hire or hackney carriage licence which has been suspended or revoked?		
Is the vehicle at present licensed as a hackney carriage or private hire vehicle or has previously been licensed as a hackney carriage or private hire with any other Local Authority.		
Has the vehicle ever been classified as a total loss or write off by insurance classification		

DECLARATION

I HEREBY make an application to Horsham District Council for the grant of a Private Hire Vehicle licence subject to the Statutes, Regulations, Policies, Byelaws and Conditions relating to the same for the time being in force.

I declare that I have checked the information on this application and to the best of my knowledge and belief, it is correct. I understand that it is an offence for any person to knowingly or recklessly make a false statement or to omit material information for which I could be prosecuted, and any licence issued suspended or revoked.

I declare that I have supplied all the appropriate supporting documentation listed in the checklist below, and I am aware that if any of the information supplied on this application should change, I need to inform the Council in writing and pay the fee for amending the licence, if applicable.

I understand that I must undertake to comply with the legislation, byelaws, policy, code of conduct, and conditions of licence as are now, or may hereafter be in force, for regulating hackney carriage or private hire business and drivers within the said District.

I confirm that the vehicle to be licensed is and will not be licensed with any other council for the duration of the licence.

Signature of applicant:		Date:	
Signature of other proprietor 1:		Date:	
Signature of other proprietor 2:		Date:	

The information you provide on this form will be used by Horsham District Council for licensing purposes. We may share your information and make any other necessary enquiries regarding your application with other departments and statutory organisations in relation to the application. Your personal information will be processed in line with Data Protection legislation and we will not disclose information about you to anyone outside the Council unless the law permits or requires us to.

The Council is under a duty to protect the public funds it administers and to assist other agencies in the prevention and detection of crime. We may use the information provided on this form for this purpose and share this information with other bodies responsible for auditing or administering public funds.

Under Section 51(3) Local Government (Miscellaneous Provisions) Act 1976, the local authority is required to maintain a register of private hire vehicle licences, including the following details which are available for inspection by members of the public:

The name of the person to whom it is granted; the date on which and the period for which it is granted; if the licence has a serial number, that number. As Horsham District Council issues dual Hackney Carriage and Private Hire Licences, the above applies to both.

We will retain your data for as long as it is required for our administrative use, after which it will be securely disposed of. If you believe the data we process regarding you is incorrect you may request to see this information and, if necessary have it corrected or deleted. If you believe we are not processing your data lawfully you can complain to the Information Commissioner's Office (<https://ico.org.uk/>).

APPLICANTS CHECKLIST

New Application: your application will not be accepted without all appropriate documentation:

Required Document		Check Box
NEW VEHICLE APPLICATION	V5C Registration document <i>Must be in the name of the applicant or proprietor</i>	
	Current insurance certificate covering private hire work <i>Must Cover the start date of your licence</i>	
	Valid MOT Test Certificate Applicable for licensed vehicles from 12 months of age and beyond <i>This can be checked online via https://vehicleenquiry.service.gov.uk/</i>	
	A completed Vehicle Mechanical Examination Form no older than 30 days following examination; it must be signed and stamped (** please note, this action can be disregarded should the MOT certificate for this vehicle have been issued and supplied to us within 30 days of your booked council inspection appointment**)	
	Payment of the fee, by debit or credit card.	
	Certificate / Proofs of calibration and sealing from meter agent <i>If installed</i>	
	Bill of sale or proof of purchase <i>Receipt of purchase of the Vehicle (not applicable to renewal applications)</i>	
	HPI Report <i>if the vehicle is being licensed for the first time and the vehicle has had a previous owner</i>	
	Any HP Agreement <i>Must provide document if agreement is in place at the time of application</i>	

Renewal OR Change Application: your application will not be accepted without all appropriate documentation:

Required Document		Check Box
RENEWAL OR CHANGE	V5C Registration document <i>Must be in the name of the applicant or proprietor</i>	
	Current insurance certificate covering private hire work <i>Must Cover the start date of your licence</i>	
	Valid MOT Test Certificate Applicable for licensed vehicles from 12 months of age and beyond <i>This can be checked online via https://vehicleenquiry.service.gov.uk/</i>	
	A completed Vehicle Mechanical Examination Form no older than 30 days following examination; it must be signed and stamped (** please note, this action can be disregarded should the MOT certificate for this vehicle have been issued and supplied to us within 30 days of your booked council inspection appointment**)	
	Payment of the fee, by debit or credit card.	
	Certificate / Proofs of calibration and sealing from meter agent <i>If installed</i>	
	Bill of sale or proof of purchase <i>Receipt of purchase of the Vehicle (not applicable to renewal applications)</i>	
	HPI Report <i>if the vehicle is being licensed for the first time and the vehicle has had a previous owner</i>	
	Any HP Agreement <i>Must provide document if agreement is in place at the time of application</i>	