

Application for a Hackney Carriage, Private Hire or Pedi-cab Vehicle Licence

1	Standard applicant profile section	
1.1	Full name	
1.2	Full postal address	
1.3	Main contact telephone number	
1.4	Other telephone number	
1.5	Email address	

**Apply to North Norfolk District Council to grant subject to the provisions of
Part II of the Local Government (Miscellaneous Provisions) Act 1976, a Licence
to use the motor vehicle detailed below.**

Please complete all the questions on the form in **BLOCK capitals** and in **black ink**.
If you have nothing to record, please state "Not applicable" or "None".

2	Type of application	
2.1	Type of application	New <input type="checkbox"/> Renewal <input type="checkbox"/>
2.2	Existing licence plate number (renewal only)	
2.3	Expiry date on plate (renewal only)	
2.4	Type of vehicle plate (tick only one)	Private hire <input type="checkbox"/> Hackney carriage <input type="checkbox"/> Pedi-cab <input type="checkbox"/> Note: Hackney Carriage Plate allows vehicle to be used for both Hackney Carriage and Private Hire

3	Details of vehicle	
3.1	Registration number/pedi-cab frame number	
3.2	Make	
3.3	Model	
3.4	Date of registration	
3.5	Engine capacity (n/a if pedi-cab)	
3.6	Engine type (n/a if pedi-cab)	
3.7	Colour	
3.8	Mileage reading (n/a if pedi-cab)	
3.9	Number of seats (exclusive of driver)	
3.10	Wheelchair accessible (i.e. to carry a passenger whilst remaining in his/her wheelchair)	Yes <input type="checkbox"/> No <input type="checkbox"/>

4 Ownership of vehicle		
4.1	Full name of every owner or part-owner of vehicle (use continuation sheet if necessary)	
4.2	Full address	
4.3	Full name of registered owner and/or keeper (state both if different)	
4.4	Full address	
4.5	Full name of every person to whom the vehicle is let or rented (use continuation sheet if necessary)	
4.6	Full address	
4.7	Address where the vehicle is normally kept when not in use for hire or reward	

5 RENEWAL ONLY		
5.1	Have there been any material changes made to the vehicle in the last licensing year?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.2	If YES, please give full details	

6 Operator details		
6.1	Full name of operator	
6.2	Name of company	
6.3	Operator licence number	
6.4	Operator telephone number	
6.5	Operator email address	
6.6	Operator website address	
6.7	Have any of the applicants ever held any type of private hire, hackney carriage or pedi-cab licence, which was suspended or revoked?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.8	If yes, please give details	
6.9	Have any of the applicants ever been refused any type of private hire, hackney carriage or pedi-cab licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.10	If yes, please give details	

7	Vehicle signage request		
7.1	Given the nature and use of the vehicle I wish to apply for the vehicle to display the following signage (in addition to that specified in section 6 of the Vehicle licence conditions)	Specify exact details to be sign written	Position on vehicle
7.2	Name of operator/company		
	Operator/company phone number		
	Company logo (description)		
	Other signage		

8	Special vehicles - plate dispensation request – for private hire vehicles only (if undertaking certain duties as detailed below) EACH CASE WILL BE CONSIDERED ON ITS MERITS		
8.1	Given the nature and use of the vehicle I wish to apply for a dispensation from the requirement to display a licence plate at all times	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.2	If YES, please give reason(s) for request. Dispensation is only valid for the following reasons and journeys: Plate must be displayed for all other hire and reward contracts.	Tick ✓ reasons for dispensation request	
		Weddings/Funerals contracts	<input type="checkbox"/>
		Discreet Chauffeur driven contracts	<input type="checkbox"/>

9	Standard declaration and signature section		
9.1	I am the proprietor of the vehicle to which this application applies. The following are the full names and addresses of every Proprietor or part Proprietor of the vehicle or every person concerned, either solely or in partnership with any other person in the keeping, employing or hiring of the vehicle.		
9.2	Full name		Full name
	Address		Address
	Nature of association		Nature of association
9.3	<p>I declare that the motor vehicle detailed in this application is owned by the applicant(s) and that to the best of my knowledge and belief; the above particulars are true in every respect. I have read the Licence Conditions and undertake in case of the Licence being granted, to observe and perform such Conditions.</p> <p>This authority is under 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.</p> <p>Signature</p>		
9.4	Print name		
9.5	Date		
9.6	<p>IT IS AN OFFENCE FOR ANY PERSON TO KNOWINGLY OR RECKLESSLY MAKE A FALSE STATEMENT OR TO OMIT ANY PARTICULAR MATERIAL IN GIVING INFORMATION IN THIS FORM.</p> <p>YOUR ATTENTION IS DRAWN TO SECTION 40 TOWN POLICE CLAUSES ACT 1847 AND SECTION 48(3) LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976, WHICH ARE PRINTED ON THE LAST PAGE OF THIS FORM</p>		

10	Supporting documentation checklist	
	This form should be completed and returned to Licensing by email: licensing@north-norfolk.gov.uk or to Council Offices, Holt Road, Cromer, Norfolk, NR27 9EN. Please ensure the following documents/information are enclosed with application. Non-compliance will result in your application being returned as unacceptable.	
10.1	Basic DBS certificate dated within the past year or enhanced certificate on the update service, if already held (for existing drivers)	
10.2	Vehicle registration document (V5C)/proof of ownership for pedi-cab	<input type="checkbox"/>
10.3	Certificate of insurance (valid at time licence to commence covering appropriate vehicle use e.g public hire and or private hire)	<input type="checkbox"/>
10.4	M.O.T details (valid at time licence to commence) (n/a for pedi-cab) MOT test number (from VT20 Test Certificate)	<input type="checkbox"/>
10.5	Vehicle Inspection Report(s): You do not need to send the report; we obtain this from the testing station. Date of initial test _____ Date of retest _____ Which testing station provided the inspection?	<input type="checkbox"/>
10.6	Appropriate fee (refer to policy online) Home Taxi Licensing Fees and Policy (north-norfolk.gov.uk)	<input type="checkbox"/>
10.7	How would you prefer to receive the new plates and licence? Please tick one.	Collect in person <input type="checkbox"/> 2 nd class post <input type="checkbox"/>

11	Preferred payment methods	
11.1	Debit/credit card (via website/telephone/in council offices) Pay : Sign in (north-norfolk.gov.uk) Please add the vehicle registration plate number as a reference e.g. EU14 ABC	Payment codes: HC new: 1171 8252 604024 HC renewal: 1171 8252 604025 PH new: 1171 8252 604042 PH renewal: 1171 8252 604043 Receipt number: Payment date: (provided by Customer Services Advisor at time of payment)
11.2	Cheque	Payable to NNDC

12	Service statement	
12.1	<p>RENEWAL APPLICATION: Please use our website Home Taxi licence (north-norfolk.gov.uk) to book an appointment for your application to be assessed. You do not need to attend the appointment.</p> <p>It may take up to one month for an available assessment time slot; please plan ahead to avoid being unable to work due to licence expiry. You will not be insured if you drive with an expired licence.</p> <p>NEW APPLICATION: Please use our website Home Taxi licence (north-norfolk.gov.uk) to book an appointment for your application to be assessed. You do not need to attend the appointment.</p> <p>It may take up to one month for an available assessment time slot; please plan ahead.</p>	