

Application for a Private Hire Vehicle Licence



Please read the notes at the back of this form before completing the application

Type of Application (place a tick ✓ in the appropriate box)

First Grant

 Renewal of Existing Licence

 Transfer

6 Month

 12 Month

Licence Details (if applicable)

Licence No.

 Expiry Date

A	Vehicle Details	
1	Registration No.	<input type="text"/>
2	Make	<input type="text"/>
3	Model	<input type="text"/>
4	Colour	<input type="text"/>
5	Date of 1 st Registration	<input type="text"/>
6	Engine Capacity (cc)	<input type="text"/>
7	CO ² Emissions	<input type="text"/>
8	Type of Fuel ✓	Petrol <input type="checkbox"/> Diesel <input type="checkbox"/> LPG <input type="checkbox"/>
9	No. of Passengers (excluding driver)	<input type="text"/>
10	Number of doors	<input type="text"/>
11	Is the vehicle right hand drive? ✓	Yes <input type="checkbox"/> No <input type="checkbox"/>
12	Is the vehicle adapted to carry wheelchairs? ✓	Yes <input type="checkbox"/> No <input type="checkbox"/>
13	Is the vehicle fitted with a mechanical tail lift? ✓	Yes <input type="checkbox"/> No <input type="checkbox"/>
14	Is the vehicle fitted with a passenger lift? ✓	Yes <input type="checkbox"/> No <input type="checkbox"/>

15 | Has the vehicle been modified from the manufacturer's original specification? ✓ Yes No

If yes, give full details

--

B Details of all applicant(s)
Please complete Section (iii) only if the applicant is a Limited Company.

(i) Applicant's details:

1	Title (✓ box)	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Surname	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Forename(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Home Address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Town	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Postcode	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Telephone Number(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Date of birth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(ii) Second applicant's details (if any):

1	Title (✓ box)	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Surname	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Forename(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Home Address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Town	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Postcode	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Telephone Number(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Date of birth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please use additional paper to include details of any further applicants (if required) and ensure all the above details are provided.

(iii) Applicants details if a body corporate (Limited Company):	
1	Name of Company <input type="text"/> <input type="text"/>
2	Registered Address <input type="text"/> <input type="text"/>
3	Town <input type="text"/>
4	Postcode <input type="text"/>
5	Telephone No. <input type="text"/>
6	Name of Director(s) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
7	Name of Company Secretary (if applicable) <input type="text"/> <input type="text"/>
8	Company Registration No. <input type="text"/>

C Details of the Operator who is to supply your bookings	
---	--

	Name of Operator <input type="text"/> <input type="text"/>
1	Address <input type="text"/> <input type="text"/>
2	Town <input type="text"/>
3	Postcode <input type="text"/>

Signature of Operator (if not the applicant)

Print Name

Please Note: This must be the person whose name is on the operators licence, or a person approved to sign applications by the Licensing Section.

D Other Information	
----------------------------	--

1. Has any person mentioned on this application ever had a licence refused or revoked in relation to a hackney carriage or private hire vehicle? ✓ Yes No

If yes, give full details:

2. Specify the place (full address) where the vehicle will be kept when it is not in use:

3. Give full details of the fare meter including make, model and serial number (if any)

E	Caution
----------	----------------

You 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 or imprisonment.

I / we declare that the answers given in this application are true to the best of my / our knowledge and belief and that I / we am / are the proprietor(s) of the aforementioned vehicle as defined in Section 80 of the Local Government (Miscellaneous Provisions) Act 1976.

This authority 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 these purposes.

For further information see the authority's website www.wigan.gov.uk/nfi contact the Legal & Democratic Division on (01942) 827030.

Signature of Applicants: (If signing on behalf of a company please state in what capacity)

Signed

Print Name

Position

Date

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

Signed

Print Name

Position

Date

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

Please use additional paper to include signatures of any further applicants (if required) and ensure all the above details are provided.

Application for a Private Hire Vehicle Licence

Guidance Notes

The Council does not currently have a limit of the number of private hire vehicle licences that it is prepared to issue.

1. Vehicle Licensing Policy

The Council's vehicle policy is currently under review and before purchasing a new vehicle or if in any doubt, applicants are recommended to contact the Licensing Section for advice.

Currently, vehicles will normally only be considered for licensing for Private Hire and Hackney Carriage purposes if they are no older than 6 years at time of initial application. Upon reaching 7 years of age a vehicle will normally no longer be considered for licensing unless it is a purpose built hackney carriage or wheelchair accessible vehicle, in which case this will be extended to 10 years.

Pending the outcome of the review of the vehicle licensing policy, vehicles exceeding the above age limits may be approved for licensing provided that they are in a satisfactory condition and able to fully comply with the council's vehicle inspection criteria.

The Council has a mixed fleet policy which means that most vehicles will be considered, saloons, MPV's and estate type vehicles. Importance is placed on the vehicle's condition and maintenance.

In general, vehicles must have engines capable of producing 90 bhp but where that cannot be proven or there is any doubt, then the engine capacity must be at least 1600cc.

2. How to make an application

Please complete the application form in full in ink. Ensure that all sections are completed (failure to do this will result in your application being returned).

When you have completed the application form, contact the Licensing Office on (01942) 404627 to make an appointment to submit the application. When you are given an appointment take the completed application form to the Wigan Life Centre, The Wiend, Wigan, WN1 1NH together with the appropriate licence fee and accompanying documents (see notes below).

- New Applications:-
 - a valid certificate of insurance (this can be produced at the time of application, or following the vehicle passing its inspection) (see section 4)
 - a bill of sale (see section 3)
 - the vehicle registration document (V5)
 - any other relevant documents (i.e. lift certificate)

- Renewal Applications:-
 - a valid certificate of insurance (this **must** be produced at the time of application (see section 4)
 - the vehicle registration document (V5)
 - any other relevant documents (i.e. lift certificate)

▪ Transfer Applications:-

- ☑ a valid certificate of insurance this **must** be produced at the time of application (see section 4)
- ☑ a bill of sale (this must be from the previous licence holder) (see section 3)
- ☑ the vehicle registration document (V5)

3. Fees

Please be aware that when attending appointments at the Wigan Life Centre you can only now make payments by cheque or credit / debit card.

There are reductions in the fee you pay available for:

- applying for a 6 month licence
- wheelchair adapted vehicles;
- vehicles propelled by LPG (please contact the Licensing Section for a schedule of conditions);
- vehicles showing a co2 emissions reading of not greater than 150; or
- for ultra low emission electric 'plug in' vehicles.

You may also be entitled to an allowance against the licence fee:

If you are intending to replace a currently licensed private hire vehicle and are applying for a licence for a new vehicle, you may under certain circumstances apply for a refund of your licence fee on your currently licensed vehicle. This allowance will only be given at the time of application, and will normally only be given in respect of a vehicle which is newer than the one currently licensed and is no more than six years old from the date of first registration, or in the case of a registered or imported vehicle from the date of manufacture. This is in accordance with the Council's age guideline policy.

Please note: If more than 39 weeks has elapsed since the issue of the original licence no allowance will be given.

Requests for an allowance in respect of vehicles that do not fall into the above criteria will not normally be considered.

For details of the current fees, charges and reductions please contact the Licensing Section or visit our website at:-

www.wigan.gov.uk/Services/BusinessRegeneration/BusinessTradingLicencesPermits/Taxi/licencefees.htm

4. Proof of Ownership

You will be required to produce with the application proof that you have a proprietary interest in the vehicle to which the application refers. The acceptable forms of such proof are:-

- i) a bill of Sale, which should be dated, and contain the full name and address of the seller, the purchaser, a full description of the vehicle including make, model and registration number or
- ii) a hire purchase agreement, which is dated, contains the details of the vehicle and the full details of the persons to whom the agreement applies, or,
- iii) a lease agreement containing full details of the vehicle, the lessee and the lessor.

If you are unable to produce any of the above documents, then providing you produce the vehicle registration document (V5) and this states that you have been the registered keeper for some time, further proof of ownership may not be required.

The vehicle registration document (V5) must be produced in respect of all applications.

5. Insurance

Valid insurance must be produced before a private hire vehicle licence will be issued. This insurance must state that you are covered for 'private hire' use and must specify the vehicle registration number to which you are applying for a licence. If you have a policy that covers 'any motor vehicle' a separate schedule of vehicles attached to that policy must be produced.

All insurance documents produced by applicants must be original documents. The Licensing Section will however accept a fax or email direct from your insurance company providing us with appropriate insurance documents. Emails or faxes will not be accepted direct from the applicant or another individual.

▪ New Applications:-

Please be aware that you **cannot** collect your licence and identification plate at the same time you produce your insurance. Following receipt of your insurance (and providing the vehicle has passed its test) the Licensing Section will advise you when your documents will be available for collection.

If valid insurance is not provided within 10 working days from the date of the vehicle passing its test then the vehicle may be required to undergo a further test at the applicants cost.

▪ Renewal / Transfer Applications:-

Insurance must be produced at the time of application. Failure to do so will lead to your application being rejected until such time as appropriate insurance is produced.

6. What happens after I submit my application?

Once all documents have been accepted by the Licensing Section, a receipt for the fee will be issued and an appointment made at the Council's Test Centre, Yard, Wigan Road, Hindley, WIGAN, WN2 3BQ for a full vehicle inspection.

On arrival at the test centre you should park your vehicle in the MOT / visitors bay and report to the reception area at least 10 minutes prior to your appointment time.

7. How long will my application take?

You can normally expect to have a vehicle inspection carried out within five working days from the date of your application being lodged with the Licensing Section.

Providing the Licensing Section are in receipt of all the required documents (including valid insurance) you can normally expect your licence and identification plate to be issued within 24 hours from time the vehicle has passed the inspection.

In all circumstances you are advised to contact the Licensing Section to confirm your documents are ready for collection.

8. Lift Inspection Certificate (where fitted)

If your vehicle is fitted with a vehicle tail lift, a valid test certificate will need to be produced. You will be required to produce this at the time of each vehicle test. The test certificate should conform to the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER 98), for Passenger Carrying Vehicle Tail Lifts. The certificate can only be issued by a competent person who cannot be the same person responsible for fitting and maintaining the lift.

9. Trailers

From 10th September 2008 all private hire vehicle licences contain the following condition: -

"No trailer of any description shall be attached to this vehicle when it is being used for the carriage of passengers under this licence unless in accordance with a written authorisation issued by the Council".

Therefore, if you wish to apply to the Council for a written authorisation to use a trailer you must complete the appropriate application form. A copy of which is available on request from the Licensing Section.

10. Selling a licensed private hire vehicle

If you sell your vehicle as a licensed private hire vehicle you **must** inform the Licensing Section in writing within 14 days of the sale. The new proprietor should then make an application for the licence to be transferred into their name (see section 1 above).

If you sell your vehicle as a normal motor vehicle, the identification plate should be removed and this **must** be returned to the Licensing Section with written confirmation that the vehicle has been sold and the licence is to be surrendered.

11. How can I contact the Licensing Section?

- Telephone No. (01942) 404627 (available 9am to 5pm, Monday to Friday)
- Fax No. (01942) 827298
- Email: licensing@wigan.gov.uk
- Website: www.wigan.gov.uk