

Application for a Hackney Carriage 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	<input type="checkbox"/>	Renewal of Existing Licence	<input type="checkbox"/>
Transfer	<input type="checkbox"/>	Vehicle Change	<input type="checkbox"/>
6 Month	<input type="checkbox"/>	12 Month	<input type="checkbox"/>

Licence Details (if applicable)

Licence No.	HV	Expiry Date	
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A	Vehicle Details			
1	Registration No.			
2	Make			
3	Model			
4	Colour			
5	Date of 1 st Registration			
6	Engine Capacity (cc)			
7	CO ² Emissions			
8	Type of Fuel ✓	Petrol <input type="checkbox"/>	Diesel <input type="checkbox"/>	LPG <input type="checkbox"/>
		Hybrid <input type="checkbox"/>	Plug-in Hybrid <input type="checkbox"/>	
9	No. of Passengers (excluding driver)			
10	Number of doors			
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"/>	

7	Name of Director(s)	<input type="text"/>
8	Name of Company Secretary (if applicable)	<input type="text"/>
9	Company Registration No.	<input type="text"/>

(iii) Details of any other Proprietor(s) or Part Proprietor(s) (if any)

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

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

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

D	Other Information
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1. Has any person with a proprietary interest in the vehicle to which this application refers ever been refused any licence issued in relation to a hackney carriage or private hire vehicle or had such licence revoked or refused? ✓

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:

E	Consent to Transfer
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- To be completed in respect of Transfer applications only
- To be completed by the existing licence holder(s)

I / We

<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"/>	<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"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

the current licence holder(s) of the hackney carriage vehicle licence

hereby confirm that I / We no longer have any proprietary interest in this licence and give my / our consent to transfer this licence to:

<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"/>	<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"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signed

Name
(please print)

Dated

Signed

Name
(please print)

Dated

F	Caution
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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 do declare that the answers given in this application are true to the best of my knowledge and belief and that I am the proprietor of the aforementioned vehicle as defined in Section 80 of the Local Government (Miscellaneous Provisions) Act 1976 and Section 40 of the Town Police Clauses Act 1847.

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

<http://www.wigan.gov.uk/Council/DataProtection-FOI-Stats/National-Fraud-Initiative.aspx>

Signature of Proprietor(s):

Signed

Print Name

Position

Date

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Signed

Print Name

Position

Date

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

Application for a Hackney Carriage Vehicle Licence Guidance Notes

The Council has a limit of 136 hackney carriage licences that it is prepared to issue. That limit is supported by an independent survey which showed no significant unmet demand for Hackney Carriages in the Wigan Borough. However, it is the policy of this Authority that should a licence become available for issue from the limit of 136 then a vehicle that meets the Council's standards of fitness shall be provided. A copy of those standards of fitness is available upon request from the Licensing Section.

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 you will need to make an appointment to submit it. Appointments should now be made online via www.wigan.gov.uk/taxilicensing. At the time of your appointment, take the completed application form to the Licensing Desk at Wigan Life Centre, The Wiend, Wigan, WN1 1NH together with the appropriate licence fee and accompanying documents.

▪ Renewal Applications:-

If you wish to continue operating your vehicle as a hackney carriage after the expiry date of your licence then you must make an application to renew the licence before that date.

It is your responsibility to make sure your licence is renewed on time. If you do not, it will be unlawful for you to use your vehicle as a hackney carriage after that date.

You are advised to make renewal applications **at least 14 days** prior to the expiry date.

- a valid certificate of insurance (this **must** be produced at the time of application (see section 5))
- the vehicle registration document (V5)
- any other relevant documents (i.e. lift certificate)

- Vehicle Change Applications:-
 - ☑ a valid certificate of insurance (this can be produced at the time of application, or following the vehicle passing its inspection) (see section 5)
 - ☑ a bill of sale (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 5)
 - ☑ a bill of sale or consent to transfer form (this must be from the previous licence holder) (see section 4)
 - ☑ 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 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);
- for ultra-low emission electric plug in vehicles; or
- vehicles showing a co2 emissions reading of not greater than 50g/km

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

If you are intending to replace a currently licensed hackney carriage 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.

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

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

For details of the current fees, charges and reductions visit our website at:-

www.wigan.gov.uk/TaxiLicensing

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 hackney carriage vehicle licence will be issued. This insurance must state that you are covered for 'public 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.

▪ Vehicle Change 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 licence and identification plate will be available for collection within 2 – 3 working days.

If valid insurance is not provided within 10 working days from the date of the vehicle passing its inspection then the vehicle may be required to undergo a further inspection 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, an appointment will be made at the Council's Transport Depot, Makerfield Way Depot, Makerfield Way, Ince, Wigan, WN2 2PR for a full vehicle inspection.

On arrival at the Depot please report to the security staff who will direct you to the visitor / MOT parking bays. Please then report to the Transport reception area to book your vehicle in. You must 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 5 working days from the date of your application being lodged with the Licensing Section.

You can normally expect your licence (and identification plate, if applicable) to be issued within 2 - 3 working days from the time the vehicle has passed the inspection, or from the time valid insurance has been produced (if this is after the inspection).

The table below sets out the days and times during which you can collect your licence and identification plate:

Date of Pass / Production of Insurance	Collection Days & Times
Monday	Wednesday Between 09:30 – 12:00 and 14:00 – 16:00
Tuesday	Thursday Between 14:00 – 16:00
Wednesday	Friday Between 14:00 – 16:00
Thursday	Monday Between 09:30 – 12:00 and 14:00 – 16:00
Friday	Tuesday Between 09:30 – 12:00 and 14:00 – 16:00

Licences and identification plates (when issued) will be available for collection from Wigan Life Centre, The Wiend, Wigan, WN1 1NH. You will need to take a ticket from the machine at the entrance to the Life Centre, take a seat and wait to be called to an advisor.

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 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. Contact the Licensing Section

- Email: licensing@wigan.gov.uk
- Website: www.wigan.gov.uk/TaxiLicensing