Application for a Private Hire Vehicle Licence

Please read the notes at the back of this form before completing the application. Appointments must now be made online via www.wigan.gov.uk/taxilicensing

**Type of Application** (place a tick ✓ in the appropriate box)
- First Grant [ ]
- Renewal of Existing Licence [ ]
- Transfer [ ]

**Licence Details** (if applicable)
- Licence No. PV
- Expiry Date

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### A. Vehicle Details

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<td>8</td>
<td>Type of Fuel ✓ Petrol Diesel LPG Hybrid Plug-in Hybrid</td>
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<td>9</td>
<td>No. of Passengers (excluding driver)</td>
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<td>11</td>
<td>Is the vehicle right hand drive? ✓ Yes No</td>
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<td>12</td>
<td>Is the vehicle adapted to carry wheelchairs? ✓ Yes No</td>
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<td>13</td>
<td>Is the vehicle fitted with a mechanical tail lift? ✓ Yes No</td>
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</table>
14 Is the vehicle fitted with a passenger lift? ☑ Yes ☐ No

15 Has the vehicle been modified from the manufacturer's original specification? ☑ Yes ☐ No

If yes, give full details

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### B Details of all applicant(s)

Please complete Section (iii) only if the applicant is a Limited Company.

#### (i) Applicant’s details:

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<td>1</td>
<td>Title (☑ box)</td>
<td>Mr</td>
<td>Mrs</td>
<td>Miss</td>
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<td>Other</td>
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#### (ii) Second applicant’s details (if any):

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

### Applicants details if a body corporate (Limited Company):

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<td>Postcode</td>
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<td>Telephone No.</td>
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<td>6</td>
<td>Email Address</td>
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<td>7</td>
<td>Name of Director(s)</td>
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<td>8</td>
<td>Name of Company Secretary</td>
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<td>9</td>
<td>Company Registration No.</td>
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### Details of the Operator who is to supply your bookings

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<td>Name of Operator</td>
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<td>Address</td>
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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.

### 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)

**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 [http://www.wigan.gov.uk/Council/DataProtection-FOI-Stats/National-Fraud-Initiative.aspx](http://www.wigan.gov.uk/Council/DataProtection-FOI-Stats/National-Fraud-Initiative.aspx) or contact the Council’s Internal Auditor on (01942) 827554.

**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 you will need to make an appointment, which should now be made online via www.wigan.gov.uk/taxilicensing. At the time of your appointment, you need to 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 (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 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 (this must be from the previous licence holder) (see section 4)
  - the vehicle registration document (V5)
Renewal Applications:-
If you wish to continue operating your vehicle as a private hire vehicle 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 private hire vehicle 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)

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);
- 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:

http://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 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) details of when your documents will be available for collection,
can be seen at Section 7.

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, 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). You cannot collect your licence / identification plate at the same time as producing your insurance.

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

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<tr>
<th>Date of Pass / Production of Insurance</th>
<th>Collection Days &amp; Times</th>
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<tbody>
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<td>Monday</td>
<td>Wednesday Between 09:30 – 12:00 and 14:00 – 16:00</td>
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<td>Tuesday</td>
<td>Thursday Between 14:00 – 16:00</td>
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<td>Wednesday</td>
<td>Friday Between 14:00 – 16:00</td>
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<td>Thursday</td>
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Licences and identification plates (when issued) will be available for collection from the 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 10\textsuperscript{th} 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. Contact the Licensing Section

☑️ Telephone No. (01942) 404627 (available 9 a.m to 5 p.m Monday to Friday)
☑️ Email: licensing@wigan.gov.uk
☑️ Website: www.wigan.gov.uk/TaxiLicensing