

# Application for a vehicle licence

Local Government (Miscellaneous Provisions)  
Act 1976. Town Police Clauses Act 1847.



**Delivering for you**

Office use:

I hereby make an application to South Gloucestershire Council for a Grant/Renewal of a Private Hire or Hackney Carriage Vehicle Licence, as indicated below and if the same is granted, I undertake to comply with the Acts, Byelaws and Regulations relating thereto and for the time being in force.

Please complete in **BLOCK LETTERS**

## SECTION 1 – Vehicle licence holder details

Type of the licence being applied for	Private Hire Vehicle Licence	Hackney Carriage Vehicle Licence
Title	Mr      Mrs      Miss/Ms	Other (Please state)
First name/s		
Surname/family name		
Date of birth		
Address		
	Postcode:	
Mobile tel number		
Landline number		
Email address		

**SECTION 2 – Vehicle details**

Registration number

Date of first registration (as per V5)

If the vehicle is over 10 years of age, do you have written approval from the Licensing Service to licence the vehicle?

Yes. Date of approval:

No. You will need to submit written request

Make

Model

Colour

Is there any other name on the V5, any other person that has an interest in the vehicle, or any other SGC Licensed driver who will use the vehicle?

Yes      No

If yes, please give details below:

Address where the vehicle will be kept when not in use?

Postcode

Is the vehicle currently licensed as a hackney carriage or private hire vehicle by any other authority?

Yes      No

If yes, please give details below:

Name and address of private hire operator that the vehicle will be operating under (if applicable)

Postcode

<p>Does the vehicle have operator company name signs on the front doors?</p>	<p>Yes      No</p> <p>If yes, please give details below:</p>
<p>Does the vehicle have commercial advertising on any of the bodywork?</p>	<p>Yes      No</p> <p>If yes, please give details below:</p>
<p>Has the vehicle ever been the subject of a successful prosecution for an offence involving mechanical, electrical or other defect of any nature?</p>	<p>Yes      No</p> <p>If yes, please give details below:</p>
<p>Is the vehicle wheelchair accessible?</p>	<p>Yes      No</p> <p>If yes, please confirm the maximum number of wheelchairs:</p>
<p>Has this vehicle ever been written off by an insurance company? (Category A, B, S or N)</p>	<p>Yes      No</p> <p>If yes, please give details below:</p>
<p>Is the vehicle fitted with CCTV?</p>	<p>Yes      No</p> <p>If yes, please give details below:</p>
<p>Are you currently a licensed dual driver or private hire driver with South Gloucestershire Council?</p>	<p>Yes      No</p> <p>If yes, please confirm your driver's licence number below:</p>
<p>Current vehicle insurance details:</p> <p style="text-align: right;">Insurer</p> <p style="text-align: right;">Certificate policy number</p> <p style="text-align: right;">Policy expiry date</p>	

**SECTION 3 – Plate exemption request (executive high end luxury PHVs only)**

As the licence applicant, I make request for plate exemption for the vehicle, operating under the private hire operator stated at Section 2.

Yes      No

Have you received written requests from individual clients or company clients to not display signage or plates as part of hiring contracts?

Yes      No

If yes, please give details of how many requests and stated reasoning:

Please provide full details of the nature of the executive hire work to be undertaken for each private hire operator, e.g. corporate account work, account work, or exclusively for sightseeing. You are not required to list names of clients.

Please be aware that this submitted request does not guarantee that a plate exemption will be granted and will be considered on its individual merit.

## SECTION 3 – Declaration

### Data Protection and Anti-Fraud Statement

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 within the Authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

The information that you have provided will be held by South Gloucestershire Council and will be used to process your application. The council privacy notice can be seen at [www.southglos.gov.uk/council-and-democracy/data-protection-and-freedom-of-information/privacy-statement](http://www.southglos.gov.uk/council-and-democracy/data-protection-and-freedom-of-information/privacy-statement)

Failure to report any changes to the details given in this application form may result in the suspension or revocation of the licence.

Where an e-mail address has been provided the Licensing Service may send licence renewal reminders through this communication method, it is therefore important that if you change your e-mail address that you must inform the Licensing Service at the earliest opportunity, ✉ [licensing@southglos.gov.uk](mailto:licensing@southglos.gov.uk)

**I hereby certify that all statements made in this request are true and correct to the best of my knowledge and that I have not withheld any relevant information. Furthermore, I understand and consent that my information may be shared as stated in the Data Protection and Anti-Fraud Statement above.**

Signed

Date (DD/MM/YYYY)

**NB:** Section 57(3) of the 1976 Act provides that “if any person knowingly or recklessly makes a false statement or omits any material particular in giving information he or she shall be guilty of an offence”.

**Should any statement made in this application subsequently be found not to be true or correct, any licence issued on the basis of any answers given may be revoked with immediate effect.**