

# Vehicle Application Form

TOWN POLICE CLAUSES ACT 1847  
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976



**Please Note:** For a new application all joint proprietors must sign all sections where requested. Failure to do so could result in a delay in processing your application – if you are unsure on what vehicle you can purchase, please check with Licensing Staff first

1. Please indicate application detail (tick <input type="checkbox"/> as appropriate)			
NEW HACKNEY CARRIAGE VEHICLE	<input type="checkbox"/>	RENEWAL HACKNEY CARRIAGE VEHICLE	<input type="checkbox"/>
NEW PRIVATE HIRE VEHICLE	<input type="checkbox"/>	RENEWAL PRIVATE HIRE VEHICLE	<input type="checkbox"/>

2a. Vehicle Type (tick <input type="checkbox"/> as appropriate)			
Zero Emission Vehicle (fully electric or fuel cell vehicles (eg. Hydrogen))	<input type="checkbox"/>	Ultra Low Emission Vehicle (plug-in hybrid – Co2 emissions less than 75 g/km)	<input type="checkbox"/>
Standard Hybrid Vehicle (Co2 emissions less than 120 g/km) n/a to new vehicles	<input type="checkbox"/>	Petrol or Diesel Vehicle (only applicable to wheelchair accessible vehicles (WAV))	<input type="checkbox"/>

## 2b. Vehicle Details

PLATE NUMBER:	EXPIRY DATE:
REGISTRATION NUMBER:	DATE OF REGISTRATION:
MAKE:	MODEL:
COLOUR:	NUMBER OF DOORS:
WHEELCHAIR ACCESSIBLE? YES <input type="checkbox"/> NO <input type="checkbox"/>	NUMBER OF PASSENGERS (exc driver)

## 3. Insurance

NAME OF INSURER:

START DATE:

EXPIRY DATE:

## 4. Finance or Hire Purchase Agreements

Is the vehicle the subject of a Hire Purchase Agreement or Leasing Agreement? YES  NO

If YES, who is the named in the agreement as the hirer or lessee of the vehicle?

Name:

Date of Birth:

## 5. Driver Details (please list all drivers of this vehicle here. Please note that all drivers must hold a current ccc driver licence)

FULL NAME:

BADGE NUMBER:

FULL NAME:

BADGE NUMBER:

**6. Operator Information**

**DO YOU ACCEPT PRE-BOOKED JOBS FROM A COMPANY? IF YES, PLEASE PROVIDE NAME OF OPERATOR:**

**7a. Sole (or where applicable) Joint Proprietor** the applicant must be the owner, as shown on the registration document, bill of sale and on any HP or lease agreement.

TITLE (✓ as appropriate): Mr  Mrs  Miss  Ms  Other (please state):

FORENAMES:

SURNAME:

CURRENT ADDRESS:

Home phone number:

Mobile phone number:

Email address:

Would you be happy to receive correspondence by e-mail? YES  NO

DATE OF BIRTH:

TOWN & COUNTRY OF BIRTH:

**7b. Have you ever had a licence for a hackney carriage and/or private hire vehicle or driver licence refused, revoked or suspended? (tick ✓ as appropriate)**

YES  NO  (✓ as appropriate) If 'YES' please detail in separate document provided.

**7c. REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) (AMENDMENTS) Order 2002.**

You must detail ALL convictions, cautions, reprimands and final warnings and you must include all Driving License endorsements which are 4 years old or less.

Do you have any spent convictions? YES  NO

Do you have any unspent convictions? YES  NO

If you have answered 'yes' please provide details on separate document provided.

**8a. Joint Proprietor**

TITLE (✓ as appropriate): Mr  Mrs  Miss  Ms  Other (please state):

FORENAMES:

SURNAME:

CURRENT ADDRESS:

Home phone number:

Mobile phone number:

Email address:

Would you be happy to receive correspondence by e-mail? YES  NO

DATE OF BIRTH:

TOWN & COUNTRY OF BIRTH:

**8b. Have you ever had a licence for a hackney carriage and/or private hire vehicle or driver licence refused, revoked or suspended? ( tick ✓ as appropriate)**

YES  NO  (✓ as appropriate) If 'YES' please detail in separate document provided.

**8c. REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) (AMENDMENTS) Order 2002** You must detail ALL convictions, cautions, reprimands and final warnings and you must include all Driving License endorsements which are 4 years old or less.

Do you have any spent convictions? YES  NO

Do you have any unspent convictions? YES  NO

If you have answered 'yes' please provide details on separate document provided.

If there are more than two proprietors, you will need to complete a Continuation Sheet

**Declarations**

1. I understand that any licence issued will be subject to the provisions of:
  - (i) the Town Police Clauses Act 1847
  - (ii) the Local Government (Miscellaneous Provisions) Act 1976
  - (iii) the Council's licence conditions
2. I accept that any licence issued will belong to the Council, and if lost or damaged, I will be liable for the cost of replacement.
3. I understand that it is an offence under the terms of the Local Government (Miscellaneous Provisions) Act 1976, Section 57(3) to knowingly or recklessly make a false statement or to omit any information required in this form.
4. I understand that any changes to any particulars must be notified in writing to the Cambridge City Council within 7 days.
5. I/ we hereby certify that I/ we are the proprietor(s) of the above vehicle and am/ are concerned in the keeping, employing or letting for hire of such vehicle and I/ we hereby apply for a vehicle licence for the above vehicle to be used for Hackney Carriage/ Private Hire purposes within Cambridge City.
6. I HEREBY DECLARE that all particulars entered on this form are true and correct to the best of my knowledge and belief. I authorise the Council to make such enquiries as they, at their sole discretion, may deem to be reasonably necessary in respect of my application.
7. I understand that all joint proprietors are jointly and severally liable for the actions of one another in relation to the vehicle licence and that it is for joint proprietors to make suitable partnership arrangements to manage the vehicle.
8. I understand the implications of the application and my obligations in respect of it.
9. I understand that the Hackney Carriage & Private Hire Licensing Policy and associated Handbook is intended to ensure that the trade and public have a document(s) which fully explains the licensing procedures to all parties in a clear and transparent manner. I understand that it is my responsibility to access these documents and to read and understand them.
10. I confirm, I understand, I am required to pay the full licence fee within three months of licence start date. (Only applicable if deferred fee arrangement has been agreed between licence holder and Cambridge City Council)
11. I understand that I have read, understood and have correctly completed all relevant parts of this application form from pages 1 to 3 inclusive.

The information that you provide on this form and that obtained from other relevant sources (such as the DBS Check) will be used to process your application for a Hackney Carriage and/ or Private Hire Driver Licence.

The personal information that you give us will also be used in a confidential manner to help us monitor our processes. We may also use the information if there is a complaint or legal challenge relevant to this process. We may check the information collected. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

A full privacy notice is available online on our website. <https://www.cambridge.gov.uk/media/6335/environmental-health-privacy-notice.pdf>

By signing this declaration, you authorise us to collect, process and retain your personal data as described in the privacy notice.

**SOLE (JOINT) PROPRIETOR** Signed: ..... Dated: .....

Print Name: .....

**JOINT PROPRIETOR** Signed: ..... Dated: .....

Print Name: .....