



ADUR & WORTHING COUNCILS

First Application / Renewal / Transfer Form for a Hackney Carriage / Private Hire Vehicle Licence

This form must be completed when a vehicle is to be licensed / re-licensed and for the transfer of ownership. Please complete all parts in capitals and ✓ yes / no boxes

Type of licence required Adur Worthing Hackney Carriage Private Hire Transfer
Replacement Vehicle Temporary Vehicle Cherished Plate

The Vehicle

Make	Model	CC	Diesel	Petrol	Hybrid
Date of 1 st Registration	Registration No	Colour	No of Doors	Plate No	

- (a) Number of passengers for which a vehicle licence is sought? _____
- (b) Will the vehicle be equipped with a PDA or similar Yes No Make _____
- (c) Name of Operator _____
- (d) Will the vehicle be equipped with CCTV Yes No Serial No _____ Make _____
- (e) Will the vehicle be equipped with a taxi meter Yes No Make _____ Model _____ Serial No _____
- (f) Address at which the vehicle will usually be kept? _____
- (g) Who will drive the licensed vehicle? State names and badge numbers _____
- (h) Is the vehicle currently licensed by another authority Yes No If yes where _____
- (i) **Hackney Carriage vehicles only** - Do you intend the Hackney Carriage Vehicle to be used to ply for hire within the area of Adur District Council Yes No Worthing Borough Council Yes No
- (j) Do you intend that the Hackney Carriage / Private Hire vehicle will be used entirely or predominantly outside the district of Adur Council Yes No Worthing Borough Council Yes No
- (k) Is the vehicle wheelchair accessible Yes No

Insurance company _____ Policy number _____

Start date _____ Expiry date _____ Who is the policy holder _____

Who are the named drivers: _____

State whether the vehicle is owned by: **Individual** **Partnership** **Registered Company**

Is there a hire purchase agreement in respect of the vehicle Yes No

Name and address of hire company _____

Name and address of hirer _____

Is there a leasing agreement in respect of the vehicle Yes No

Name and address of the lessor _____

Name and address of the lessee(s) _____

If the vehicle is owned by a partnership or by a company

Business Name and address _____

Telephone number _____ Name of registered keeper _____

The Applicant

Please provide details of the applicant(s) for the licence who will be the proprietor(s) of the vehicle this includes part proprietor and if owned by a company provide details of the secretary and all directors

1. Surname _____ First names _____

Address _____

PostCode _____ Email _____ Telephone No _____

2. Surname _____ First names _____

Address _____

PostCode _____ Email _____ Telephone No _____

3. Surname _____ First names _____

Address _____

PostCode _____ Email _____ Telephone No _____

Have you ever held any type of Hackney Carriage or Private Hire vehicle licence which was Revoked or Suspended Yes No

Has any partner ever held any type of Hackney Carriage or Private Hire Vehicle Licence which was revoked or Suspended Yes No

Has the company or any of the Directors or the company secretary ever held any type of hackney Carriage or Private Hire Vehicle Licence which was Revoked or Suspended? Yes No
If Yes please give details

Declarations

Warning it is an offence knowingly or recklessly to make or omit any material

Please give details of any motoring convictions (if none write NONE)

Court	Offence	Date of Conviction	Sentence/ Fixed Penalties

Please give details of all Criminal Convictions/Cautions including any Notices / Injunctions / ASBO / Fixed Penalty Notices against you and any pending court or criminal proceedings (if none write NONE)

Court	Offence	Date of Conviction	Sentence/ Fixed Penalties

Are you are aware of any pending court or criminal proceedings which are currently being taken or likely to be taken against you relating to any offence Yes No if Yes please give details _____

Notes to proprietors

- (a) Produce a current *MOT and an Adur District or Worthing Borough Council Vehicle* Fitness Compliance test certificate.
- (b) Produce an original certificate of insurance including the schedule or produce a cover note this is required under the Road Traffic Act 1972
- (c) Produce the vehicles registration document or Part 2 of the V5 form
- (d) To complete an application form
- (e) To ensure the vehicle is available for inspection and complies with the licence conditions and Byelaws.
- * NEW REGISTERED VEHICLES ARE EXEMPT

GDPR / Data Protection Act 2018

The information you have supplied will be recorded and maintained on our database of Applications for Licence to Drive a Hackney Carriage / Private Hire vehicle. We may also share this information with other organisations that handle public funds for the purpose of preventing and detecting fraud.

I certify that to the best of my knowledge the information given by me on this form is correct and no information has been omitted.

Signature of Applicant..... Date...../...../.....

Signature of Applicant..... Date...../...../.....

Signature of Applicant..... Date...../...../.....

Warning: You will be liable to prosecution if you knowingly give false information in order to obtain a Licence.

FOR OFFICE USE ONLY

Documents required Insurance / V5 / Fitness & Compliance / MOT / Fee/ Proof of current Road Tax

Complete application received date Issuing Officer.....

Application Fee.....Application receipt no Date.....

Rank FeeReceipt noDate.....

Amendment FeeReceipt noDate.....

Plate deposit Fee.....Receipt noDate.....

Garage inspection Date..... Garage

Insurance companystart dateExpiry date.....

MOT Start Date.....Expiry Date..... Garage.....

Vehicle registration dateVIN.....

Emissions CO².....

Road Tax details

CCTV registration number.....Type.....Date

Meter Time Correct Yes No Tariff Correct Yes No Meter Sealed Yes No

Date Licence IssuedLicence No.....Plate number