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| **Applicant’s full name (forenames and surname)** |  |
| **Present home address including post code** |  |
| **Applicant’s telephone number** |  |
| **Email address** |  |
| **Are you the sole owner/proprietor of this vehicle?** | **YES / NO** |
| **If no, please give names and addresses of any other proprietors or part proprietors of the vehicle. If the vehicle owner is a company or partnership please give details of who the Directors and Company Secretary are or who your partner is**  **Use last page of form if more space needed** |
| **Details of vehicle to be licensed** | |
| **Vehicle Licence plate number**  **(renewals only)** |  |
| **Vehicle Registration number** |  |
| **Make and model** |  |
| **Colour** |  |
| **Size of engine** |  |
| **Number of passengers for which vehicle to be licensed** |  |
| **Date of first DVLA registration** |  |
| **Date new licence will start** |  |
| **Is the vehicle wheelchair accessible?** If YES, see below | **YES / NO** |
| **If YES, do you wish the vehicle to be included in the list of accessible vehicles on the Council’s web site?** | **YES / NO** |

**Please read the notes below before signing and returning this form to: Licensing Section, Legal and Democratic Service, Test Valley Borough Council, Beech Hurst, Weyhill Road, Andover SP10 3AJ**

I hereby declare that to the best of my knowledge and belief the answers given above are true. I certify that I am the proprietor and registered keeper of the above vehicle and am concerned in the keeping, employing or letting for hire of such vehicle and that the particulars stated above are correct. I further certify that a current Vehicle Excise Licence (road tax) is in force for the vehicle. I hereby apply for a Hackney Carriage Vehicle Licence for the above vehicle to be used as a Hackney Carriage Vehicle within the area of Test Valley Borough Council.

This Authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided for the prevention and detection of fraud.  We may also share this information with other bodies responsible for auditing and administering public funds for these purposes.  Without identifying you, we may also use this information to help us plan and improve our services.  For further information please visit our website www.testvalley.gov.uk/data-sharing

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Signature |  | Date | d | d | m | m | y | y |

A Licence, if granted, will remain in force for a period of either 12 months (if the vehicle is less than six years of age at the time of licensing) or six months (if the vehicle is more than six years of age at the time of licensing) unless otherwise suspended or revoked.

**Notes**

1. Applicants are asked to produce the following documents for inspection with the application form:

* Documents as proof of ownership i.e., DVLA V5 Certificate of ownership or receipt of purchase if vehicle is new and DVLA Documents have not yet been received
* Certificate of Insurance (if a cover note is presented then either a new cover note, or certificate of insurance must be presented within 7 days of the expiry of the previous cover note)
* Current M.O.T. certificate (if applicable – for all vehicles aged one year or more)

1. A Certificate of Compliance from the Council’s Vehicle Inspector must be provided before a Licence can be issued. All applicants must arrange for this inspection to be carried out at their own expense and an appointment should be made directly with the Council’s Vehicle Inspector at the West Portway Depot, 37 Macadam Way, Andover SP10 3XW. Telephone Number 01264 368370.
2. The applicant’s attention is drawn to the Borough Council’s requirements relating to vehicle age and condition. Applicants should ensure that the vehicle complies with these requirements and with the provisions of the Local Government (Miscellaneous Provisions) Act 1976 before presenting the vehicle for an inspection. The provisions of the Byelaws with respect to Hackney Carriages in force within the Borough must be complied with. A suitable first aid kit and fire extinguisher must be carried in the vehicle.
3. The fee of **£98** is payable when the application is presented to the Council. Payments can be made by Debit Card or by Cheque. ***Cheques should be made payable to Test Valley Borough Council.*** There is a separate fee for the compliance inspection which must also be paid.
4. This form should only be used for new licences or renewals of existing licences. There are separate application forms for a) transferring the ownership of an existing licensed vehicle and b) applying for a temporary change of vehicle e.g., when using an accident replacement vehicle. If you subsequently change the registration number of your vehicle, please note there is a further £25 fee to issue a revised licence and plate.
5. Please note the Council will not license a vehicle which is currently licensed by another local authority or Transport for London.

The following rights of appeal to the Magistrates Court are provided by the Local Government (Miscellaneous Provisions) Act 1976:

* Appeal against conditions imposed on a Hackney Carriage Vehicle Licence: section 47.
* Appeal against a decision to fail to renew, suspend or revoke a Hackney Carriage Vehicle Licence: section 60.

An appeal against a refusal to grant a Hackney Carriage Vehicle Licence lies directly to the Crown Court. However, of course, in all such cases, in the first instance, any aggrieved person should contact the Licensing Authority.

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| **Please use this space to give names and addresses of any other proprietors or part proprietors of the vehicle:** |
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**FOR OFFICE (CSU) USE ONLY**

**NB If you are unsure what documents should be provided, for renewals ask to the see the driver’s renewal letter which will list what must be submitted.**

All applicants to provide:

* this application form signed and dated

 DVLA V5 document (or if new other proof of ownership such as bill of sale)

* + current MOT certificate (if vehicle over one year old)
  + insurance certificate or cover note showing insured for public hire

 licence fee (and if not already paid, fee for compliance inspection)

If the applicant says any of the above documents are to follow, please indicate this.

Tick this box if you have scanned this application to Licensing 

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CSU Advisor initials |  | Date | d | d | m | m | y | y |