



COLCHESTER BOROUGH COUNCIL

PLATE NUMBER

**APPLICATION FOR A PRIVATE HIRE
VEHICLE LICENCE FOR THE BOROUGH
OF COLCHESTER**

The Local Government (Miscellaneous Provisions) Act 1976

I AM THE LICENCE HOLDER OF A PRIVATE HIRE VEHICLE AS MENTIONED BELOW AND HEREBY MAKE APPLICATION TO THE COLCHESTER BOROUGH COUNCIL FOR THE TRANSFER OF THE LICENCE TO A NEW VEHICLE

1 TO BE COMPLETED BY THE LICENCE HOLDER

TITLE MR / MRS / MISS / MS / OTHER.....

FIRST NAMES.....
(Block Letters)

SURNAME
(Block Letters)

ADDRESS
.....
.....

2 TELEPHONE NUMBERS

Home Tel No : **Business Tel No:**

Mobile Tel No: **FAX No:**

'E' Mail No:

3 FULL DETAILS OF ANY PROPOSED PART LICENCE HOLDER OF THE PRIVATE HIRE VEHICLE

TITLE	FIRST NAME	SURNAME	ADDRESS	TEL No

(ONLY TWO NAMES FROM THIS SECTION CAN BE ENTERED ON THE LICENCE) (Drivers are entered at 4)

Private Hire – Change of Vehicle

4 GIVE THE FULL NAMES OF EVERY PERSON WHO WILL DRIVE THE VEHICLE FOR HIRE AND REWARD.

TITLE	FIRST NAME	SURNAME	ADDRESS	TEL No

5 HAVE YOU OR ANY PERSON NAMED IN THIS APPLICATION EVER BEEN CONVICTED OF ANY OFFENCE IN ANY COURT OR CAUTIONED BY THE POLICE FOR ANY OFFENCE. YES / NO

IF YES SHOW DETAILS BELOW: -

(The details of any convictions declared which are 'spent' (as defined by the Rehabilitation of Offenders Act 1974) are not normally considered unless deemed as relevant to this renewal).

OFFENCE	COURT / POLICE	DATE	PENALTY /CAUTION

Any convictions received after completion of this form must be reported within seven days in writing to the Licensing Team, 33 Sheepen Rd, Colchester CO3 3WG

6 ARE THERE ANY PROSECUTIONS / FIXED PENALTY FINES PENDING AGAINST YOU OR ANY PERSON NAMED IN 4 ABOVE? YES / NO

If 'YES' give details as requested below.

SUMMONS/FIXED PENALTY DATE	COURT APPEARING AND DATE	ALLEGED OFFENCE

7 OLD VEHICLE DETAILS

REGISTRATION NUMBERPLATE NUMBER

Private Hire – Change of Vehicle

8 NEW VEHICLE DETAILS (Vehicle must be under 5 years old from date of first registration)

REGISTRATION NUMBER MAKE.....

MODEL..... COLOUR.....TYPE OF BODY.....
(SALOON / ESTATE / HATCHBACK)

DATE OF 1 ST REGISTRATION No OF SEATS.....
(EXCLUDING DRIVER)

M.O.T No. STARTS..... EXPIRIES.....

INS. No. STARTS..... EXPIRIES.....
INS COMPANY.....

CONVERTED FOR THE DISABLED..... YES / NO. SEAT BELTS FITTED..YES / NO

WHERE IS VEHICLE NORMALLY KEPT.....

WHO IS THE OWNER OF THE VEHICLE

NAME OF COMPANY YOU ARE OPERATING FOR

9 DO YOU HAVE A POLICY OF INSURANCE IN FORCE AS COMPLIES WITH PART VI OF THE ROAD TRAFFIC ACT 1988 FOR THE USE OF THE ABOVE VEHICLE FOR THE CARRIAGE OF PASSENGERS FOR HIRE OR REWARD? YES / NO (PRODUCTION OF YOUR CERTIFICATE OF INSURANCE OR COVER NOTE IS REQUIRED)

IN THE EVENT OF A LICENCE BEING GRANTED TO ME I HEREBY UNDERTAKE: -

- 1) To observe all statutes, conditions, byelaws, orders and regulations for the Time being in force relating to Drivers and the Driving of Private Hire Vehicle.
- 2) To display my Drivers badge as provided by the Council in such a manner so as to be plainly visible at all times by a customer when using the vehicle for hire and reward.

APPLICANTS SHOULD BE AWARE THAT BY VIRTUE OF SECTION 57(3) OF THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976, IT IS AN OFFENCE PUNISHABLE ON SUMMARY CONVICTION BY FINE TO KNOWINGLY OR RECKLESSLY MAKE A FALSE STATEMENT OR OMIT ANY MATERIAL PARTICULAR IN COMPLETING THIS FORM.

ANY PERSON WHO IS AGGRIEVED BY THE REFUSAL OF THE COUNCIL TO GRANT A VEHICLE LICENCE OR TO THE PLACING ON SUCH A LICENCE OF ANY CONDITIONS MAY APPEAL TO THE COUNCIL'S LICENSING APPEALS BOARD AND / OR A MAGISTRATES COURT.

Signature of Licence Holder..... Dated.....

NOTE : This form must be signed personally by a director where the proposed licence holder is a Limited Company, giving the name of the signatory in block letters

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

Private Hire – Change of Vehicle

WHEN COMPLETED PLEASE RETURN THIS FORM TO:

Professional Services
Professional Support Unit
Colchester Borough Council
33 Sheepen Road
Colchester
CO3 3WG

Customer Services will be pleased to assist you if you have any enquiry in regard to the completion of this form or about licensing in general please contact us on **01206 282520** between 09.00am and 17.00pm.

Customer Services operates a booking system, please telephone **01206 282520** to arrange a convenient appointment

Below is for official use only

		Initials
Amount of fee received:	£	
Date:		
Receipt number		

Documents received	Date seen	Initials
Registration document		
DVLA drivers licence		
MOT certificate		
Insurance document		
Vehicle inspection sheet		
Bill of sale		

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