



HACKNEY CARRIAGE VEHICLE PROPRIETOR LICENCE APPLICATION FORM 016

1. **Data Protection:** We will use the information provided to process your request for a licence, for updating purposes or to take enforcement action. The information is used to ensure the safety of the public and to protect public funds. It may be shared with other local authorities, the Cabinet Office, Insurance Companies and Enforcement Agencies. Information is held as part of a statutory licensing function. The information will be kept for 6 years in line with our retention and disposal schedule. More information on how we handle personal information and your rights under the data protection legislation can be found on our Privacy Notice at:
http://www.coventry.gov.uk/info/25/hackney_carriage_ie_taxi_and_private_hire_licensing/3222/taxi_licensing_privacy_notice

2. Please complete this form in **BLOCK CAPITALS** and in ink

3. Confirm that you have read the "Proprietor Information Document 054" online at www.coventry.gov.uk/taxilicensing before completing this application?

Answer YES. or NO

4. Please tick what type of application this is

ADDITIONAL VEHICLE First Grant <input type="checkbox"/> <small>For a vehicle that has not been licensed in Coventry or where the licence expired <u>over 90 days</u> ago. (An inspection will not be booked as this application is likely to be refused).</small>	RENEWAL <input type="checkbox"/> <small>For the renewal of a vehicle licence which has <u>not expired</u>.</small>	RE-GRANT <input type="checkbox"/> <small>(Missed Renewal) Where the previous licence expired <u>less than 90 days</u> ago.</small>
REPLACEMENT VEHICLE First Grant <input type="checkbox"/> <small>The licence on the vehicle to be replaced must have expired or been surrendered (but for no more than 90 days) before a licence is issued for the replacement vehicle.</small>	TRANSFER <input type="checkbox"/> <small>For the transfer of a vehicle and licence from the current licensee to you.</small>	REG CHANGE <input type="checkbox"/> <small>For a registration number change on a licensed vehicle.</small>

5. **Applicant's details**

Title

MR	MRS	MS	MISS		COMPANY OR BUSINESS
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Please delete as necessary or enter another title in the blank box

Enter the name to appear on the licence e.g. an Individual **or** Company/Business
(If there is more than one vehicle owner the details of the other owners must be provided in section 8)

Surname <small>Last name</small> Forename(s) <small>First Name(s)</small> OR Name of Company/Business	

Address of above individual **or** Company/Business

	Post code
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Email address

Mobile and/or Landline Phone Nos

6. If a company/business enter details of the Managing Director/Owner below

Name	Phone Nos
Address	Post code

7. If a company/business enter details of a Representative/Contact below

Name	Phone Nos
Address	Post code

8. Details of other owners/proprietors of this vehicle

Full Name	Address	Phone Nos

9. If application is for a replacement vehicle or reg change enter details of the vehicle/reg being replaced

Registration Number	Licence/Plate Number	Expiry Date
[]	HV	/ /

10. Details of the Vehicle to be licensed or transferred or the new registration number

(If not registered, the registration number must be supplied before inspection and licensing)

Registration Number	Licence/Plate Number (If applicable)	Expiry Date (If applicable)
[]	HV	/ /

Vehicle Identification Number (VIN) (Must be entered) []

Date first registered by the DVLA
(If not registered, this date must be supplied before inspection and licensing)

[/ /]

If this vehicle is over 5 years old, from date of first registration, please refer to the Council's 5 year vehicle age policy.
If this vehicle is over 10 years old, from date of first registration, you must complete Section 15 headed 'Vehicle Age Policy Proprietor's Declaration'.

Vehicle Make []

Vehicle Model []

Vehicle Colour []

Engine Capacity [] CC

Passenger Seating Capacity (Excluding Driver) []

Is this vehicle listed as an approved vehicle in the 'Vehicle Proprietor Information Document 054'? []
(First grants only) Answer YES or NO

11. Make of meter fitted [] Model of meter fitted []

12. Details of who will provide bookings
If it is intended to receive bookings for the vehicle and its driver, list the Operator(s) and/or Company(s) that will be supplying the bookings

1 (Most bookings)
2

13. Addresses where the vehicle is kept when not working
(Include addresses even if they are the same as those on the front of this form)

Address	Post Code

14. Details of All Drivers who will drive and be insured to drive this vehicle

(If you will drive the vehicle add your details below. Include drivers even if they are the same as those on the front of this form)

Full Name	Address	Badge Number	Radio Call Sign

15. DECLARATION

I declare that

- **I am the proprietor of the vehicle specified on this application form, as defined by Section 80, of the Local Government (Miscellaneous Provisions) Act, 1976.**
- **this vehicle meets Coventry City Council's 'Conditions of Fitness for Hackney Carriages' and I have checked that it is an approved vehicle listed in the 'Vehicle Proprietor Information Document 054'.**
- **this vehicle is to the same specification as when manufactured and any repairs meet the original manufacturer's specification, or prior written approval has been obtained from the Coventry Taxi Licensing Office (CTLO) for any modifications/changes to the vehicle.**
- **prior written approval has been obtained from the CTLO for any fittings, accessories, notices, stickers, etc on the inside or outside of the vehicle, apart from those supplied by the CTLO.**
- **while licensed with Coventry City Council this vehicle will not be licensed as a hackney carriage or private hire with any other Authority.**
- **the information given by me in this application is correct to the best of my knowledge and belief and if my circumstances change, or any information supplied as part of this application changes, before I am granted a licence, I will inform the CTLO in writing of those changes.**
- **I understand that if I knowingly or recklessly make a false statement, or omit any requested information from this application, or any document submitted with it, I could be prosecuted and/or a licence could be refused or withdrawn.**
- **this vehicle will predominantly carry out journeys that start or finish within the Coventry City Council boundary**

Have you read and understood this application form and the above declaration? Answer YES or NO

Applicant's
signature

Date form submitted to
the Taxi Licensing Office / /

OFFICE USE ONLY

ADDITIONAL/REPLACEMENT FIRST GRANT or RE-GRANT

Required at time of application		A = Assistant O = Officer		Date
Application form checked & entered on LalPac	App No:-	AorO	_____	/ /
Process before grant/issue		_____	_____	_____
Vehicle meets 'Conditions of Fitness' (Appears on list)	Approved	AorO	O	
Application form	Checked	_____	O	
Vehicle Registration Doc V5 (in applicant's name); or DVLA Reg Application form V55 (in applicant's name); or Receipt/finance agreement and Declaration form 169.	Checked & Copied	AorO	O	
Inspection sheet marked "PASSED" or "CLEARED"	Received	AorO	O	
MOT certificate	Checked & Copied	AorO	O	
DBS annual Basic Disclosure (if required)	Checked	AorO	O	
Insurance certificate/Cover note	Checked & Copied	AorO	O	
Meter tested and passed	Passed	AorO	O	
Vehicle being replaced (Must be unlicensed before grant)	Unlicensed	AorO	O	
Approved to be	REFUSED <input type="checkbox"/> ISSUED <input type="checkbox"/>	_____	O	_____
Licence certificate	Is HC, Name/Address, Vehicle Reg, Exp Date, No passengers - Checked	AorO	AorO	_____

RENEW/REGISTRATION CHANGE

Required at time of application		A = Assistant O = Officer		Date
Application form checked & entered on LalPac	App No:-	AorO	_____	/ /
Process before grant/issue		_____	_____	_____
Application form	Checked	_____	O	
Veh Reg Doc V5 (changes registration/address only)	Checked & Copied	AorO	O	
Inspection sheet marked "PASSED" or "CLEARED"	Received	AorO	O	
DBS annual Basic Disclosure (if required)	Checked	AorO	O	
MOT certificate	Checked & Copied	AorO	O	
Insurance certificate/Cover note	Checked in date on Lalpac only	AorO	O	
Current/Old plate (if not available a written explanation required)	Received	AorO	_____	
Approved to be	REFUSED <input type="checkbox"/> ISSUED <input type="checkbox"/>	_____	O	_____
Licence certificate	Is HC, Name/Address, Vehicle Reg, Exp Date, No passengers - Checked	AorO	AorO	_____

TRANSFER

Required at time of application		A = Assistant O = Officer		Date
Application form checked & entered on LalPac	App No:-	AorO	_____	/ /
Process before grant/issue		_____	_____	_____
Application form	Checked	_____	O	
Transfer document form 170	Received	AorO	O	
Vehicle Reg Doc V5 (in applicant's name) or Dec form 169.	Checked & Copied	AorO	O	
DBS annual Basic Disclosure (if required)	Checked	AorO	O	
Insurance certificate/Cover note	Checked & Copied	AorO	O	
Approved to be	REFUSED <input type="checkbox"/> ISSUED <input type="checkbox"/>	_____	O	_____
Licence certificate	Is HC, Name/Address, Vehicle Reg, Exp Date, No passengers - Checked	AorO	AorO	_____

INFORMATION/ADMINISTRATIVE PROCEDURES

			Date
Date Licence Issued	AorO	Issued	/ /
Date Licence Commences	AorO	Commences	/ /
Date Licence Expires	AorO	Expires	/ /
Plate Number Issued	HV	_____	_____
Receipt Number(s) Issued			
Licence List updated + Abeyance file updated	AorO	_____	_____