You must submit a complete application at least 5 working days before the date that you wish to receive your licence. Ensure you have all the correct documents and that they are in date before submitting your application. Your MOT must have been passed in the last 14 days. If you apply for any policy exemptions or additional checks you may need to allow longer.

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| **1. TYPE OF VEHICLE LICENCE APPLICATION**  |
| **NEW** 🞏 **RENEWAL** 🞏 | **Private Hire Vehicle** 🞏 **Hackney Carriage Vehicle** 🞏 |
| Current vehicle licence (plate) number: | Expiry date: |
| Private hire operator: |
| Application fee **£248** 🞏 | If applying for your vehicle to be exempt under any of our policies there is an additional fee of:  | **£40.00** 🞏 |

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| **2. YOUR DETAILS (THE APPLICANT/ PROPRIETOR)** |
| Forename(s): | Surname: |
| Tel/Mob: |  |  |  |  |  |  |  |  |  |  |  | E-mail: |
| **Address:** |
| **Town:** |

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 **Postcode:** |
| Are you currently a Hertsmere Licensed driver Yes 🞏 No 🞏 |
| Current driver licence (badge) number: |

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| **3. VEHICLE DETAILS** |
| Registration No: | Make |
| Model: | Colour: |
| Fuel Type: Hybrid 🞏 Electric 🞏 LPG 🞏 Diesel 🞏 Petrol 🞏 |
| Body Type: Hackney Carriage 🞏 Saloon 🞏 Hatchback 🞏 Estate 🞏 MPV 🞏 |
| Date of first registration: |  |  |  |  |  |  |  |  |  | Wheelchair Accessible (WAV) (purpose built)  | Yes 🞏 No 🞏 |
| Vehicle Age (in years) |  | No. Passengers |  | No. Doors |  |

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| **4. SPECIAL EXEMPTIONS**Please indicate if you wish to apply for any special exemption to be granted in respect to your application.  | **Each exemption costs an additional £40.00** |
| Replacement Vehicle | 🞏 | If your vehicle is a temporary substitute for another licensed vehicle complete section 8 (please not this is not for transfers or if you are permanently replacing a vehicle you used).  |
| Age Exemption:  | 🞏 | If you are applying for a new vehicle over 6 or renewing a vehicle over 8 please complete section 9.  |
| Plate Exemption | 🞏 | If you would like to be exempt from displaying a plate on your vehicle (i.e. for executive work) please complete section 10.  |
| Import Exemption Check | 🞏 | If your vehicle has been imported you will need to complete section 11 and provide the additional documents required. . |

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| 5. PROPRIETORS CRIMINAL RECORD AND HISTORY |

IMPORTANT WARNING: Complete this even if you are also a licensed driver. The occupation of owning a private hire or hackney carriage vehicle falls within the Rehabilitation of Offenders Act 1974 and you are only required to tell us about unspent convictions on this form.

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| **Criminal Convictions**  |
| Do you have any unspent criminal convictions? | Yes 🞏 No 🞏 |
| If yes, was this in the UK or overseas? UK 🞏 Overseas 🞏 (Country \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ) |
| Have these offences already been declared to the Council?  | Yes 🞏 No 🞏 |
| If you are not a licensed driver have you enclosed a Basic DBS dated within the last calendar month. You can obtain a basic DBS here: <https://www.gov.uk/request-copy-criminal-record> | Yes 🞏 No 🞏 |

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| **Driving Offences** |
| What is the current number of unspent penalty points on your DVLA licence? |  |
| Have these offences already been declared to the Council?  | Yes 🞏 No 🞏 |

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| **Licensing History:** |
| Have you previously held, or currently hold, a licence to drive, operate or own a private hire or hackney carriage vehicle with any other Council? | Yes 🞏 No 🞏 |
| Have you had a licence, or an application for a licence, to drive, operate or own a private hire or hackney carriage vehicle refused, suspended or revoked? | Yes 🞏 No 🞏 |
| Have these matters been declared to the Council? | Yes 🞏 No 🞏 |

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| **Matters not previously declared:**If you have stated that any of the above have not been declared to us, please provide further detail below. One received a Licensing Officer may request additional information.  |
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| **Pending matters** |
| Pending matters relate to any action or investigation currently being carried out in respect to you that has not been concluded. For instance, if you have been arrested, charged, bailed, questioned under caution or voluntarily interviewed about a matter that has not yet been concluded you should declare it.  |
| Are you aware of any pending matter against you? Yes 🞏 No 🞏If yes, please provide further detail.  |
| Do you agree to notify the Council if you are arrested, charged, bailed, questioned under caution or voluntarily about any matter after the submission of this application and until such time as it is determined? | Yes 🞏 No 🞏 |

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| 6. **OWNERSHIP OF THE VEHICLE** |
| Are you the registered keeper of the vehicle? Yes 🞏 No 🞏 |
| If not, please provide a letter from the registered keeper consenting to you obtaining a licence in respect of the vehicle. A pro forma is available from licensing.taxis@hertsmere.gov.uk |
| Is any other person with a legal concern or interest, either solely or in partnership with any other person in the keeping, employing or letting on hire of the private hire vehicle? Yes 🞏 No 🞏 |
| If yes, please provide their name(s) and address(es): |
| Will any other licensed driver use the vehicle?  | Yes 🞏 No 🞏 |
| If yes, please state who and give their badge number: |
| Will the vehicle be kept at your home address (given in section 2)?  | Yes 🞏 No 🞏 |
| If not, please state where it will be kept: |

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| **7. ADDITIONAL DETAILS ABOUT THE VEHICLE AND ITS USE:** |
| Is the vehicle currently licensed by any other Council? | Yes 🞏 No 🞏 |
| Has the vehicle previously been licensed by any other Council? | Yes 🞏 No 🞏 |
| Has the vehicle been written off by an insurance company at any time? | Yes 🞏 No 🞏 |
| If a renewal, has the vehicle been involved in any accident or suffered any damage in the last year that has not been reported to the Council? | Yes 🞏 No 🞏 |
| If you have answered yes to any of the above questions, please provide us with the details: |

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| **8. REPLACEMENT OR HIRE VEHICLE** 🞏 |
| Is the vehicle proposed to replace another vehicle on a temporary basis following an accident?  **Y**es 🞏 No 🞏 |
| What is the plate number/Reg of the vehicle being replaced?: |
| Has the accident damage to the vehicle being replaced been reportedto the Council? **Y**es 🞏 No 🞏 |
| If you require the vehicle to be licensed for less than the standard year, please indicate below:1 month 🞏 2 months 🞏 3 months 🞏 4 months 🞏 5 months 🞏 6 months 🞏 |

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| **9. REQUEST FOR VEHICLE TO BE EXEMPT FROM AGE POLICY** 🞏Only complete if you wish for the Council to licence a vehicle older than stated in its Policy. |
| New vehicle licence where the vehicle is older than 6 years of age? Yes 🞏 No 🞏 |
| Renewal of a vehicle licence where the vehicle is older than 8 years of age? Yes 🞏 No 🞏 |
| Does your vehicle meet the Euro 6 emissions criteria? Yes 🞏 No 🞏 |
| Is your vehicle wheelchair accessible? Yes 🞏 No 🞏 |
| Please explain why your vehicle should be licensed. Provide service and MOT history, mileage information if possible. Continue on separate sheet if necessary. |
| **10. PLATE EXEMPTION S.75(3) of the 1976 Act** 🞏Complete only if you wish to be exempt from displaying a plate on your vehicle.  |
| Is your vehicle currently “plate exempt”? Yes 🞏 No 🞏 |
| What is your reason for wishing to not display a plate? | Legitimate business need 🞏 Public safety 🞏 |
| Please describe the nature of the plate exempt work you carry out, or propose to, and why/how the display of the plate will inhibit your business/ undermine public safety. |
| What operator will despatch the vehicle? |
| Do you also wish to carry out work that is not “plate exempt”? Yes 🞏 No 🞏 |
| Unless you are also the licensed operator, attach a letter from the operator confirming suitable exempt work is available and they will not despatch the vehicle for non-exempt work without a plate displayed. 🞏 |

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| **11. IMPORTED VEHICLE**  |
| Is your vehicle imported Yes 🞏 No 🞏 |
| Please state the Country it has been imported from: |  |
| Have you registered the import with HMRC? |  Yes 🞏 No 🞏 |
| You must include the following documents:1. Proof of individual vehicle approval 🞏2. Original foreign registration certificate (or letter from manufacturer) 🞏3. Invoice from the foreign seller. 🞏These are the documents you would need to supply to the DVLA to register the vehicle. If you did not register the vehicle you should ask for these from the person selling you the vehicle. You will also need to provide a history check of that vehicles use in the previous country it was used in to confirm it suffered no accident damage.**THE COUNCIL IS NOT LIABLE FOR YOUR DECISION TO PURCHASE AN IMPORTED VEHICLE WITHOUT CHECKING OUR REQUIREMENTS.** |

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| **REMINDER: Documents that you will need to submit with this application:** |
| Vehicle Log Book - V5c | 🞏 | Vehicle MOT (passed within last 14 days) | 🞏 |
| Vehicle Compliance Certificate | 🞏 | Vehicle Insurance certificate | 🞏 |
| Basic DBS (if not also a licensed driver) | 🞏 | Certificate of Calibration (Hackney only) | 🞏 |

**PLEASE NOTE THE FOLLOWING**

**By submitting this application you are confirming that you have read, understood and agree to the following:**

* Once licensed your vehicle can only be driven by a person licensed by Hertsmere Borough Councill.
* Hackney Carriage vehicles and drivers must comply with the Council’s byelaws.
* Private hire vehicles must only be despatched via a private hire operator to fulfil a booking made in advance.
* The plate issued to you must be affixed to vehicle at all times unless you hold an exemption.

* If your vehicle is over 8 years of age or is over 4 and was first licensed after 1 March 2022 it will need to pass an MOT on the 6 month anniversary of the grant of your licence.
* You must ensure that your vehicle is insured at all times whilst licensed for the correct for hire and reward category. Use of the vehicle without the correct insurance is a criminal offence and you may be prosecuted.

The Council maintains a public register of the vehicles it licences and to assist the public will publish this online the registration number, make/model of vehicle and plate number. If you licence a Wheelchair Accessible Vehicle your details will also be published under section 167 of the Equality Act 2010.

**Applicants Declaration**

**I declare that:**

I have read and understood all the questions asked of me on this form and declare the information I have provided is true and correct. I acknowledge that I could have asked the Council to clarify anything on this form if unsure or seek legal advice. I understand that if I have knowingly or recklessly made a false statement or omitted any relevant information I may be prosecuted, my application refused or any licence granted may be suspended or revoked.

I am aware that it is my responsibility to read and comply with the Council’s Taxi Licensing Policy which can be read online [www.hertsmere.gov.uk/](http://www.hertsmere.gov.uk/) as well as the conditions that will apply to my licence your licence here: [www.hertsmere.gov.uk/](http://www.hertsmere.gov.uk/)

I undertake to notify the Council of any allegation, conviction, arrest and release or grant of bail occurring between the submission of this application and it being granted, and then to do so in line with the licence conditions.

I consent to the Council making and keeping copies of all documents provided by me now or in the future in order to determine this application, to ensure compliance with any condition or term of that licence and to ensure that I remain eligible to hold any licence granted. I am aware that my personal data will be processed and used by the Council and that I can read the privacy notice here:

I confirm that I make this application in full understanding of the laws, conditions and policies that will apply if this licence is granted. I request that the Council grant this application on the terms that I have requested.

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| Signature |  |
| Date of application: |  |