



**Application for Hackney  
Carriage/Private Hire  
Vehicle Licence**





## APPLICATION FOR A HACKNEY CARRIAGE OR A PRIVATE HIRE VEHICLE LICENCE

Applicants should read the following notes before completing the form.

### 1. Registration certificate (V5C) requirement

An applicant must provide a registration certificate (V5C), in one of the applicant's names or a declaration of a person concerned in the keeping, employing or letting on hire, at the point of application or in the case of new vehicle applications or transfers within 6 weeks of the date of application.

### 2. Licensing Service Office Hours

In order to ensure a member of staff is available to deal with your application please phone 03000 261016, option 2, then option 1 for Licensing Administration during office hours 8:30am – 5.00pm Monday to Thursday (4.30pm on Fridays) to arrange an appointment.

Your appointment will be held at Annand House, John Street North, Meadowfield, Durham. DH7 8RS

### 3. Payment of fees

Licence fees must be submitted with the application form. If payment is made by cheque, and the cheque is not honoured, the licence will be invalid with immediate effect.

Fees will only be refunded at the discretion of the Licensing Manager.

### 4. Documents to be produced

- A completed application form
- Registration certificate (V5C). If newly purchased - proof of purchase i.e. bill of sale, signed letter from seller detailing vehicle information, address etc
- A valid insurance certificate in the name of one of the applicants or the name of a person concerned in the keeping, employing or letting on hire showing private hire insurance for private hire vehicles or public hire insurance for hackney carriages will be required prior to the grant and issue of any licence.

Fleet Insurance Policy – Where a vehicle is insured under a fleet insurance policy, you will need to provide a copy of the insurance certificate and also a copy of the policy schedule or other document from your insurance company which lists the registration numbers of the vehicles insured under the fleet policy.

For Hackney Carriage Vehicles only – Provide a meter calibration certificate which has been completed and signed by an approved meter company.

For Private Hire Vehicles only – Provide an Operator Consent form completed and signed by both the proprietor/owner and the Private Hire Operator under whose licence the vehicle will operate.

## **5. Licences and plates**

The Authority may demand the return of plates if the licence is suspended or revoked. The licence plate must be returned upon expiry of the licence.

## **6. Renewal applications**

A vehicle licence expires 12 calendar months from the date of issue. Any application for renewal should be made by appointment (made at the appropriate area office) prior to the licence expiry date. Failure to renew prior to the expiry of your licence will result in the vehicle being unable to be used as a hackney carriage or private hire vehicle until such time as a new application has been made and a licence granted and issued. Such applications will be subject to Euro 5 technology standards and must comply with the taxi policy requirements to licence a new vehicle.

## **7. Euro Technology Standards**

All new vehicles shall meet Euro 5 technology standard.

## **8. Vehicle Window Tints**

All vehicles **must** comply with the following:  
the front windscreen shall allow 75% of light transmittance. The front side windows shall allow at least 70% of light transmittance. Other windows shall allow at least 70% of light transmittance. However, the Council recognises that vehicles may be manufactured with glass that is darker than 70% in windows rearward of the driver, especially in estate and people carrier style vehicles. Therefore, because of the large costs and inconvenience associated with changing glass that conforms to both type approval and construction and use regulations, the Council may exercise discretion for those vehicles which have manufactured window tints.



**APPLICATION FOR A HACKNEY CARRIAGE OR  
A PRIVATE HIRE VEHICLE LICENCE**

	<b>Applicant 1</b>	<b>Applicant 2</b>	<b>Applicant 3</b>
<b>Applicant Name</b>			
<b>Company Name</b>			
<b>Address</b>			
<b>Post Code</b>			
<b>Date of Birth</b>			
<b>Home Number</b>			
<b>Mobile Number</b>			
<b>Email Address</b>			

1. Please indicate what type of licence are you applying for:

Private Hire Vehicle  Hackney Carriage

2. Please indicate if you are applying for a new vehicle licence or to renew an existing vehicle licence:

New Application  Renewal Application

If renewal application, what is the existing licence number: \_\_\_\_\_

<b>Vehicle registration</b>	
<b>Make and model</b>	
<b>Colour</b>	
<b>Date of first registration</b>	
<b>Engine capacity</b>	
<b>Fuel type</b>	
<b>Passenger Capacity</b>	
<b>Meter serial number and Expiry Date (if applicable)</b>	
<b>Address where vehicle is to be kept when not in use</b>	

3. Has the vehicle been substantially repaired and/or accident damaged or issued with a DVLA form V23 (write off)?

YES  NO

If yes, please provide further details in box below

4. Is the vehicle wheelchair accessible?

YES  NO

5. Is this vehicle currently licensed as a hackney carriage or private hire vehicle with any other Licensing Authority?

YES  NO

If yes, please provide the name of the Authority and the licence number of the vehicle

**Please note the application may not be granted if the vehicle is currently licensed with another authority**

6. Does the vehicle have CCTV fitted?

YES  NO

7. Does the vehicle have window tints?

YES  NO

8. Has the vehicle been modified in anyway?

YES  NO

If yes, please provide further details

9. Is there valid insurance in place for the vehicle and a copy of the certificate and schedule (where applicable i.e. fleet policy) is provided with this application?

YES  NO

10. Have you ever had an application / licence (driver, vehicle, operator) refused or revoked by Durham County Council or any other Authority

YES  NO

If yes, please provide further details including the name of the Authority

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**Other Persons Concerned with the Vehicle**

Please provide full details of all persons concerned in the keeping, employing or letting of the vehicle	
<b><u>Private hire vehicles only</u></b> Name and address of Licensed Private Hire Operator who will operate this vehicle under the provisions of their licence	



## Declaration

I understand that this form will be stored on a secure database and I confirm that the information I have given is true to the best of my knowledge and belief. I understand that if the information I have given is incorrect, or I have not disclosed information when asked to do so, my application may be refused and I may be prosecuted.

I declare that if I am granted a licence, I will comply with the relevant legislation, council policies and conditions attached to the grant of such a licence.

I understand that if I am granted a licence I will work with vulnerable persons including children, and their safety will be placed in my care.

I authorise Durham County Council to collect and retain information about me for the purpose of licensing the vehicle as a private hire or hackney carriage. I understand that Durham County Council may share that information with other enforcement agencies, local authorities and government departments for the purposes of checking the information and the prevention and detection of crime. I authorise Durham County Council to share the information with external organisations for the purpose of carrying out these checks on the council's behalf.

I allow Durham County Council to search the National Register of Taxi Licence Revocations and Refusals (NAFN (National Anti-Fraud Network) for any record of any refusals or revocations by other councils throughout the country.

I hereby declare that if at any time while I hold this licence I am arrested for an offence, I will notify the arresting / investigating officer immediately upon arrest that I am licensed by Durham County Council; and I consent to the relevant Police Force disclosing any information and documentation obtained in the course of the investigation to Durham County Council's Licensing Section for the purposes of determining my fitness to continue to hold that licence.

	<b>Applicant 1</b>	<b>Applicant 2</b>	<b>Applicant 3</b>
<b>Signature</b>			
<b>Date</b>			

	<b>Person Concerned</b>	<b>Person Concerned</b>	<b>Person Concerned</b>
<b>Signature</b>			
<b>Date</b>			

## **Data Protection Act 2018 General Data Protection Regulations**

The information you have provided will be held by the Council on computerised and manual files with the Licensing Section in accordance with our corporate and departmental data retention guidelines. The data we hold will be kept and used in accordance with statutory requirements and may be disclosed to others within the Council and to other, external organisations, but only in order to ensure compliance with relevant legislation or for identification purposes or to prevent or detect fraud or a crime. For further information see: [www.durham.gov.uk/dataprivacy](http://www.durham.gov.uk/dataprivacy)

**Please note:** DCC Licensing Services use the National Register of Taxi Licence Revocations and Refusals. This register is administered by a government organisation called NAFN (National Anti-Fraud Network). This facility allows Local Authorities, when processing a new licence application, to search the database for any record of refusals or revocations by other councils throughout the country. It also allows the uploading of historic data about revocations and refusals onto the register. We will consult the register in connection with new applications and renewals. Your personal data will be placed on the register if your licence is revoked or refused.

## DURHAM COUNTY COUNCIL

### APPLICATION FOR A HACKNEY CARRIAGE OR PRIVATE HIRE VEHICLE LICENCE

A copy of this form is to be completed by each applicant for the licence.

**Name:** \_\_\_\_\_

Do you have any convictions, cautions, reprimands or final warnings that are not “**protected**” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

As a general guide, cautions and convictions are treated as being “protected” as follows:

#### **Cautions**

For adults - any caution that was issued more than 6 years ago

If you were under 18 at the time of receiving a caution that was issued more than 2 years ago

*(In both cases, unless the caution is for a specified offence (in which case it must always be disclosed))*

#### **Convictions**

For adults - any conviction that was issued more than 11 years ago which did not result in a custodial sentence and where the individual has not received any other convictions

If you were under 18 at the time of receiving any conviction that was issued more than 5.5 years ago which did not result in a custodial sentence and where the individual has not received any other convictions

*(In both cases, unless the conviction is for a specified offence (in which case it must always be disclosed))*

“Specified offences” are those that are never filtered from a DBS check, a list of which can be obtained from the following website or from Licensing Services:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

For the avoidance of doubt, overseas offences will be treated in line with the offences that are disclosable / protected in England and Wales, so where an applicant has spent time overseas and is required to provide a criminal record check from that country, if the check discloses details of cautions or convictions that would





Are you currently under police investigation, on bail or are there any prosecutions pending against you

Yes  No

If yes, you must provide details in the table below:

<b>ALLEGED OFFENCE</b>	<b>DATE OF HEARING</b>	<b>INVESTIGATING BODY/OFFICER</b>

I declare that to the best of my knowledge and belief the information provided on this form is true and correct.

Signature of Applicant:

\_\_\_\_\_

Date:

\_\_\_\_\_