**PRIVATE HIRE VEHICLE LICENCE – APPLICATION PROCEDURE NOTES AND FORM**

Before applying ensure you have reviewed our Taxi and Private Hire Policy in relation to vehicle requirements - <https://newforest.gov.uk/article/1285/Taxi-vehicle-licences>

All questions on the form MUST be answered (put N/A if not applicable) or it may be rejected/delayed.

Do not submit an application until you have started the registration process with a licensed NFDC Private Hire Operator.

To apply to licence your vehicle please follow the instructions below, either option 1 **or** 2.

**Option 1 – In person**

Please do not post original documents to us (such as your V5C).

1. Please provide the following documents to reception at Appletree Court, Beaulieu Road, Lyndhurst, SO43 7PA or any of our Information Offices during opening times. Reception at Appletree Court is open weekdays from 9am to 4pm, excluding public holidays. Opening times for other Offices are available on our website - [www.newforest.gov.uk/article/1163/Information-Offices](http://www.newforest.gov.uk/article/1163/Information-Offices).

* A fully completed application form.
* V5C/logbook (all pages) or, for a newly purchased vehicle, proof of ownership such as the sales invoice.

If you are not the owner as it is rented or leased please provide the contract/agreement with the owner as well.

* Insurance Certificate covering the date the licence will start from (stating suitable for private hire use).

If you have not yet arranged private hire insurance (new licence applications only) then this can be provided once you have passed your Council vehicle test.

In addition to the above documents, we also require the following.

* Your vehicle must have a valid MOT, which will be checked online via GOV.UK (for vehicles of three years old or more).
* If your V5C does not show the Euro status of the vehicle (which must be Euro 6 compliant or higher when first licensed, unless the vehicle is fully electric or wheelchair accessible) then you must provide either a Certificate of Conformity for the vehicle or an email/letter from the vehicle manufacturer confirming the Euro status.
* You must have started the registration process with a licensed NFDC Private Hire Operator, this will be checked by us when processing your application.

1. Pay the fees by card or cash for £167.00 plus £60.00 test fee (plus £10 for door signage stickers if required). If your vehicle is aged eight years or older the test fee will be £120.00, to take into account an additional test required six months after the licence is granted.
2. Call us to book a Council vehicle test on 023 8028 5505, please have your vehicle details and receipt number to hand.
3. Once all documentation, fees, and a successful vehicle test certificate are received we will issue your licence and plates.

**\* You need to allow up to 3 working days for us to email you to advise the licence and plates are ready for collection from Appletree Court, Lyndhurst. \***

**A licence will not be issued until all required documents are received and required checks done.**

**PRIVATE HIRE VEHICLE LICENCE – APPLICATION PROCEDURE NOTES AND FORM**

**Option 2 – By email**

1. Please attach to an email scans or clear, good quality photographs of the following documents to [licensing@nfdc.gov.uk](mailto:licensing@nfdc.gov.uk)

* A fully completed application form.
* V5C/logbook (all pages) or, for a newly purchased vehicle, proof of ownership such as the sales invoice.

If you are not the owner as it is rented or leased please provide the contract/agreement with the owner as well.

* Insurance Certificate covering the date the licence will start from (stating suitable for private hire use).

If you have not yet arranged private hire insurance (new licence applications only) then this can be provided once you have passed your Council vehicle test.

In addition to the above documents, we also require the following.

* Your vehicle must have a valid MOT, which will be checked online via GOV.UK (for vehicles of three years old or more).
* If your V5C does not show the Euro status of the vehicle (which must be Euro 6 compliant or higher when first licensed, unless the vehicle is fully electric or wheelchair accessible) then you must provide either a Certificate of Conformity for the vehicle or an email/letter from the vehicle manufacturer confirming the Euro status.
* You must have started the registration process with a licensed NFDC Private Hire Operator, this will be checked by us when processing your application.

1. Please provide a contact phone number in your email so an Officer can phone you to take a card payment for the fee of £167.00 plus £60.00 test fee (plus £10 for door signage stickers if required). If your vehicle is aged eight years or older the test fee will be £120.00, to take into account an additional test required six months after the licence is granted.
2. A Council vehicle test will be booked by an Officer with you when making payment.

**\*You need to allow up to 3 working days for us to contact you for payment and to book a Council vehicle test.\***

1. Once all documentation, fees, and a successful vehicle test certificate are received we will issue your licence and plates.

**\* You need to allow up to 3 working days for us to email you to advise the licence and plates are ready for collection from Appletree Court, Lyndhurst. \***

**A licence will not be issued until all required documents are received and required checks done.**

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|  | **LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976** APPLICATION FOR PRIVATE HIRE VEHICLE LICENCE |

Please read the Private Hire Vehicle Licence – Application Procedure Notes before completing this form.

All questions on this form MUST be answered (put N/A if not applicable) or it may be rejected/delayed.

PLEASE TYPE ONTO THIS FORM OR PRINT AND CLEARLY COMPLETE USING A BLACK PEN

|  |  |
| --- | --- |
| **Type of application** | |
| **NEW** |  |
| **RENEWAL**  You cannot renew more than 6 weeks before the current licence expiry date |  |

**1. APPLICANT DETAILS**

|  |  |
| --- | --- |
| **APPLICANT** | |
| Forename(s) |  |
| Surname |  |
| Address |  |
| Postcode |  |
| Contact phone number |  |
| Email address |  |
| NFDC Driver licence number  (as shown on your badge) |  |
| **ANY OTHER INTERESTED PARTY (IF APPLICABLE)** | |
| Interest in vehicle. i.e. Owner/Insurance Company |  |
| Full name |  |
| Address |  |
| Postcode |  |
| Contact phone number |  |
| Email address |  |
| **OPERATOR DETAILS (MUST BE PROVIDED)** | |
| Name of Private Hire Operator you will get the work for this vehicle from  (do not submit an application until you have started to register with the Operator) |  |
| NFDC Private Hire Operator Licence number  (ask the Operator for this) |  |

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**2. VEHICLE DETAILS**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Make | Model | | Class of vehicle e.g. saloon, WAV | C.C. | Colour | Registration No. | | Date first registered  (as shown on V5C) |
|  |  | |  |  |  |  | |  |
| Type of propulsion: | Petrol | | Diesel | Hybrid | Electric | | Other (please state) | |
| Total number of passengers you are applying to licence to carry  (**Not** including driver) | |  | | Wheelchair Capacity | | | YES / NO  (delete as applicable) | |
| State total number of wheelchair spaces (if applicable) | | |  | |
| ***Please note: if you are driving a wheelchair accessible vehicle (WAV), Council policy requires that you hold a Wheelchair Handling Certificate and endorsed NFDC licence – visit our website for further information.*** | | | | | | | | |

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| --- | --- | --- |
| **3. VEHICLE DETAILS (2)** | | |
| Name **all** drivers (**including** yourself, if applicable) who will drive this vehicle and their NFDC driver licence number(s)  (as shown on the NFDC badge) | Name(s)  NFDC driver licence no(s) | |
| ***Please note: ONLY drivers licensed by NFDC are permitted to drive a vehicle licensed by NFDC. This includes for personal use.*** | | |
| Address where vehicle will normally be kept | |  |
| Is this vehicle replacing a currently licensed NFDC vehicle? (delete as applicable) | | YES / NO  If yes, please provide  Plate number:  Registration: |
| If there is a meter installed in the vehicle-please provide details | | Meter make  Meter model  Meter serial number |

**4. LICENSING WITH OTHER AUTHORITIES**

|  |  |
| --- | --- |
| Is this vehicle currently registered as a Hackney Carriage or Private Hire Vehicle with another Local Authority? | YES / NO |
| Have you ever registered this vehicle as a Private Hire or Hackney Carriage with another Local Authority? | YES / NO |
| If you have answered **YES** to either question, please provide details of the Local Authority, licence start date/expiry date, and licence number. | |
| ***Please note: We do not allow vehicles to be dual licensed with NFDC and any other Licensing Authority as a Hackney Carriage or a Private Hire vehicle.*** | |

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**5. PREVIOUSLY DAMAGED VEHICLES**

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| For reasons of public safety, we will not licence or renew a licence for a vehicle that has been written off by an insurance company, regardless of the category of write-off. |

**6. CHECKLIST**

**Please read the Private Hire Vehicle Licence – Application Procedure Notes for further information**

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| **Please provide the following documents.** |
| A fully completed application form |
| Fee (or contact phone number for the Officer to obtain a card payment) |
| V5C (all pages) or proof of ownership such as the sales invoice |
| If the vehicle is rented or leased, the contract/agreement with the owner |
| Insurance certificate - valid for the start of the licence period (can follow after Council garage test) |
| **Please note the following.** |
| Your vehicle must have a valid MOT, which will be checked online via GOV.UK (for vehicles of three years old or more). |
| If your V5C does not show the Euro status of the vehicle (which must be Euro 6 compliant or higher when first licensed, unless the vehicle is fully electric or wheelchair accessible) then you must provide either a Certificate of Conformity for the vehicle or an email/letter from the vehicle manufacturer confirming the Euro status. |
| You must have started the registration process with a licensed NFDC Private Hire Operator, this will be checked by us when processing your application - do not submit an application until you have registered with an operator. |

**7. DECLARATION**

The Information you have provided will be kept securely on NFDC’s licensing system.

We may share your information internally for verification and regulatory purposes.

To view our full privacy policy please visit [www.newforest.gov.uk/privacy](http://www.newforest.gov.uk/privacy)

I apply for a licence subject to all conditions as may be contained in such licence and also to the provisions of the Local Government (Miscellaneous Provisions) Act 1976 in force, relating to Private Hire Vehicles.

I hereby undertake to observe and perform all conditions and provisions under said Act.

I accept that if I, or my employees, infringe or neglect to comply with any of the conditions or provisions of said Act to which the licence is held, the licence shall be liable to be revoked or not granted/renewed by the Council.

I hereby declare that the statements I make on this form are true. I confirm that the vehicle presented meets with the requirements of the Council policy as detailed at <https://newforest.gov.uk/article/1285/Taxi-vehicle-licences> .

**I can also confirm that the vehicle has not been written off by an insurance company, regardless of the category of write-off, as per section 5.**

Signed:

Print Name:

Date:

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