



## APPLICATION TO LICENSE A NEW HACKNEY VEHICLE

**Applicants must complete ALL sections and SIGN before submitting to Taxi Licensing. Any incomplete applications will be invalid and will be returned to the applicant.**

### 1) PERSONAL DETAILS

Surname		First Name(s)	
Address			
		Postcode	
Daytime Contact Telephone Number		Mobile Telephone Number	
Name to appear on licence		Address (tick as appropriate)	Home <input type="checkbox"/> Trade <input type="checkbox"/>
Email address			Hackney Badge Number

Other persons having an interest in this vehicle and who wish to appear on the licence will also need to complete an application form in their own name and attach to this application. No fee is applicable to name other persons on the licence at the time of application.

### 2) VEHICLE DETAILS

Vehicle registration number		Date first registered	
Make and model of vehicle			
Colour of vehicle		Fuel type	
Number of passenger seats			
Has the vehicle ever been classified as an insurance write off?	Yes <input type="checkbox"/>	If yes, what category was the classification of write off?	Cat C <input type="checkbox"/>
	No <input type="checkbox"/>		Cat D <input type="checkbox"/>
Has the vehicle had any modification carried out that may affect its conformity to the terms of its type approval certificate?	Yes <input type="checkbox"/>	If yes, please give details	
	No <input type="checkbox"/>		
Is the vehicle wheelchair accessible? i.e. can the vehicle safely and securely carry a passenger seated in a wheelchair?	Yes <input type="checkbox"/>	Which type of wheelchairs can the vehicle carry?	Standard <input type="checkbox"/>
	No <input type="checkbox"/>		Electric <input type="checkbox"/>
How many wheelchairs can the vehicle carry?			

### 3) INTENDED USAGE OF THE HACKNEY CARRIAGE

Is the vehicle used/ to be used for the purposes of carrying out private hire work?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, provide the Operator name and address	
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#### HOW DO I SUBMIT MY APPLICATION?

You will need to attend an appointment at a Taxi Licensing surgery at Fred Perry House in order to submit your application. Appointments are bookable online using the link to our booking system on our website [www.stockport.gov.uk/taxilicensing](http://www.stockport.gov.uk/taxilicensing)

#### WHAT DO I NEED TO SUBMIT WITH MY APPLICATION?

- The licence fee (see website or contact Taxi Licensing for current fee). Payment can be made by debit/credit card.
- The logbook V5C (vehicle registration document). This must be the original document and in your name and address. If you do not have the log book V5C, you must provide the following to prove ownership of the vehicle and must submit the V5C once you are in receipt of it:
  - When bought from a garage:** a receipt on headed paper or handwritten receipt with the garage stamp.
  - When bought privately:** a bill of sale from the old owner which must include the name, address, phone number and signature of both the new and old owner.
  - New keepers supplement from the V5 (green slip).

#### WHAT HAPPENS AFTER I SUBMIT MY APPLICATION?

At the time of submission of the application form and payment of fee, you will be given an appointment for the vehicle to attend a full mechanical inspection at the Council approved vehicle test centre. If the vehicle is considered suitable and passes the inspection, you must attend a Taxi Licensing drop in session at Fred Perry House, no earlier than the next working day after the test and produce the following original copies:

- Test Report from the vehicle test centre
- A valid certificate of insurance for the vehicle and its intended use as a Hackney Carriage vehicle

Drop in session times:           Monday, Tuesday and Thursday   2pm – 2.30pm  
  Wednesday and Friday 10am – 10.30am

The licence plate and paper licence will be issued after receipt of these documents. The vehicle will then be required to attend a further vehicle inspection within the following 6 months which you must book using our online booking system on our website [www.stockport.gov.uk/taxilicensing](http://www.stockport.gov.uk/taxilicensing) .

If the vehicle fails the inspection, the examiner will advise you further and you will be required to book the vehicle for a retest by contacting taxi licensing. You will not be able to use the online booking system until your vehicle has been plated.

Licences are issued for 12 months. Should you wish to renew this, you will be required to have your vehicle retested and submit a renewal application, at least 2 working days before the expiry date of the licence. A renewal application will be sent to you before this time.

**Please read carefully the consents and declarations below before signing your application**

- 1) I understand the Council is under a duty to protect public funds it administers, and to this end may use the information I have provided for the prevention and detection of fraud. It may also share information with other bodies responsible for auditing and administering public funds for these purposes.
- 2) I understand the Council may share my information with other regulatory bodies, including, but not limited to, other Local Authorities and that information may be requested from such bodies regarding information they hold in relation to me.
- 3) I understand that the information I have provided will be held by the Council on computerised and manual files and some of the data will be made available on a public register as required by the relevant legislation.
- 4) I declare that to the best of my knowledge and belief the information I have provided in this application is correct and I understand that to knowingly make a false statement or omit any information from this application is a criminal offence.

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_