

You are advised to read the notes before completing this form

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 Section 60

APPLICATION FOR HACKNEY CARRIAGE VEHICLE LICENCE RENEWAL

IMPORTANT	
You must make an application for renewal before the expiry date of your current licence. The Council cannot renew a licence that has already expired. You must inform the Council if there are any changes to the details on this form since grant or last renewal All boxes marked with a * must be completed by applicant	
IDOX Reference:	
*Full name of applicant(s) (Proprietors) (The names of the vehicle's registered owner and all persons concerned in the hiring of the vehicle must be given)	
*Address(s) of applicant(s) (Proprietors)	
Post Code:	
* Mobile Telephone Number:	Landline telephone Number:
*E-mail:	
What is the trade name, address & telephone number of business?	
*What is the name, address & telephone number of private hire operator for this vehicle?	
*Please provide Vehicle Registration Number (V5 must be presented)	
*Please provide Vehicle Licence Number	
*Please provide Vehicle Licence Expiry Date	
*Is the application for a Disabled Access Vehicle?	Yes No
State preferred choice of testing station	
Approved Garages AutoCentre, Friday Street, Chorley. 01257 269298 RCJ Motors, Southport Road, Chorley. 01257 451016 Chorley Autocare, Friday Street Chorley. 01257 264517	
Preferred time for appointment	
Please mention any dates/times when you would not be able to take the vehicle for testing	
Date vehicle booked in for testing	
Time vehicle booked in for testing	

*Meter make	*Serial No:	*Please provide calibration certificate for the meter	
*Any changes or modifications to vehicle since grant of the licence?		If Yes please specify:	
Yes	No		
*Has this vehicle been subject to a notice of transfer?		Yes	No

NB. Failure to answer all questions will cause delay in processing your application.

Declaration: I declare I have never been refused the grant or renewal or have never had a licence revoked for a Hackney Carriage or Private Hire vehicle with this or any other authority. The Vehicle for which this licence application is made is not licenced as a Hackney Carriage or Private Hire vehicle with any other authority.

THE APPLICATION MUST BE SIGNED AND DATED BY ALL PROPRIETORS.

Print Name:

Signed:

Dated:

Print Name:

Signed:

Dated:

Applicant Checklist- tick this column only	Checklist to be completed by Customer Service- all documents to be copied and attached to IDOX record			
	IMPORTANT The Council cannot accept an application to renew a licence that has already expired.			
1	Vehicle Registration Document (V5)	No changes since grant of original application- any changes refer to Licensing		Recorded and checked by Customer Services (Initials of CSO)
2	Meter Verification	Valid Calibration Certificate provided		Recorded and checked by Customer Services (Initials of CSO)
<p>The Council must have sight of the original insurance certificate and schedule or cover note which indicates the vehicle registration number and that the vehicle is insured for use to carry passengers for , public hire before the licence can be granted. However, an application can still be processed but the plate cannot be issued until this section is completed.</p> <p style="text-align: center;">THE APPLICANT MUST SHOW EVIDENCE OF CONTINUOUS INSURANCE OF THE VEHICLE.</p>				
	Name of Insurance company			Recorded and checked by Customer Services (Initials of CSO)
	Policy Number			Recorded and checked by Customer Services (Initials of CSO)
	Registration No of Vehicle on Insurance Certificate /Schedule/ cover note			Recorded and checked by Customer Services (Initials of CSO)
3	Insurance Certificate/ Schedule/ cover note states insured for passenger use	*Public Hire		Entire document scanned and attached to IDOX record and checked by Customer Services (Initials of CSO)
		Private Hire		
		Both		
	Valid from	Valid to		Checked and recorded on IDOX by Customer Services (Initials of CSO)
	Where Named Driver on Insurance Certificate/ Schedule/ cover note	Name of Driver & Badge Numbers:		Recorded and checked by Customer Services- Driver must have appropriate Chorley badge (Initials of CSO)
	Safeguarding training (all proprietors)	Dates completed:		Recorded and checked by Customer Services
	Taxi Test	IDOX Ref:		CSO issued garage with No. (Initials of CSO)
4	4120/60085	HCV licence renewal	£95.86	Recorded and checked by Customer Services- scan receipt
5	4120/60228	MOT	£54.85	
6	4120/60229	Vehicle Test (inc VAT)	£10.25	Total including unmet demand fee = £387.59
7	4120/60085	Rear Licence Plate	£6.08	
8	4120/60085/ 000531	HCV renewal between 1/10/17 and 1/5/18- additional charge for unmet demand survey	£220.55	
<ul style="list-style-type: none"> Alert on IDOX that Unmet demand fee paid 				