

You are advised to read the notes before completing this form

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 Section 60

APPLICATION FOR PRIVATE HIRE VEHICLE LICENCE RENEWAL

IMPORTANT		
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) (see note (i))		
*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
Where the vehicle is plate exempt, do you wish this exemption to continue? (If Yes your vehicle will be subject to an inspection prior to renewal)	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 (See notes)		
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		

*Is a meter / data-head fitted?		If Yes please provide table of fares and calibration certificate for a meter	Meter / data-head make
Yes	No		Serial No:
*Any changes or modifications to vehicle since grant of the licence?		If Yes please specify:	
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	Where application has confirmed Meter/Data-head fitted	Valid Calibration Certificate and Table of fares provided	Recorded and checked by Customer Services	(Initials of CSO)
3	Plate Exempt Vehicles	Refer to Licensing for re-inspection before issuing licence	Inspection completed by Licensing	(Initials of LEO)
<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 either, public hire, private hire or both 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)
4	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)
5	4120/60085	PHV licence renewal	£91.97	Recorded and checked by Customer Services- scan receipt Total Payment = £163.15
6	4120/60228	MOT	£54.85	
7	4120/60229	Vehicle Test (inc VAT)	£10.25	
8	4120/60085	Rear Licence Plate	£6.08	