

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)	
* 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: A & A Autocare Ltd, Adlington 01257 480168 AutoCentre Ltd, Chorley 01257 269298 Chorley Autocare Ltd, Chorley 01257 264517 Roy Christopher's & Sons, Eccleston 01257 451366 RC J Motors, Chorley 01257 451016 Weldbank Garage, Chorley 01257 263993	
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?	Yes	No
If Yes please provide table of fares and calibration certificate for a meter		
Meter / data-head make		
Serial No:		
*Any changes or modifications to vehicle since grant of the licence?	Yes	No
If Yes please specify:		

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:

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.

Applicant checklist – tick this column only				
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)

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.

THE APPLICANT MUST SHOW EVIDENCE OF CONTINUOUS INSURANCE OF THE VEHICLE.

	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	Public hire *Private hire Both	Entire document scanned and attached to IDOX record and checked by Customer Services	(Initials of CSO)
	Validity	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	(Initials of CSO)
6	4120/60228	MOT £54.85	Recorded and checked by Customer Services- scan receipt	(Initials of CSO)
7	4120/60229	Vehicle Test (inc VAT) £10.25		(Initials of CSO)
8	4120/60085	Rear Licence Plate £6.08		(Initials of CSO)
	Total payment	£163.15		(Initials of CSO)