

APPLICATION FOR PRIVATE HIRE VEHICLE LICENCE



Please complete in BLOCK CAPITALS.

• PROPRIETOR 1 (FULL NAME).....
ADDRESS.....
.....POSTCODE.....

TELEPHONE NUMBER

• PROPRIETOR 2 (FULL NAME).....
ADDRESS.....
.....POSTCODE.....

TELEPHONE NUMBER

• OPERATOR DETAILS.....

• REGISTRATION NUMBER DATE OF FIRST USE (FROM V5).....
MAKE.....MODEL.....ENGINE.....FUEL.....
BODYSTYLE.....COLOUR..... CARRYING CAPACITY (Excluding Driver).....

The Licence Plate will indicate the number of passengers that the vehicle is licensed to carry. To exceed this number is not only an offence, but will invalidate your insurance.

• INSURANCE COMPANY.....
POLICY NUMBER.....EXPIRY DATE.....

• PLATE NUMBER..... **OFFICE USE ONLY: NEW/RENEWAL/TRANSFER**
• When not working, at what address will the vehicle be kept?.....

• Is the vehicle licensed as a Hackney Carriage or Private Hire Vehicle with any other local authority?

If YES, please give details.....

I hereby certify that the above information is correct to the best of my knowledge and belief and that I understand that it may be an offence to wilfully give any information which is incorrect or misleading.

SIGNATURE.....DATE.....

When you have completed this form, return it to:
Taxi Licensing Officer, Environmental Services, Borough of Poole, Unit 1 Newfields Business Park, Stinsford Road, Poole, BH17 0NF

OFFICE USE ONLY

INSURANCE *Company, Policy Number, Expiry Date, Does Insurance allow "Private Hire" use?*

MOT *Number, Expiry Date*

Please Tick each item

TAX

LICENCE PLATE

INTERNAL STICKER

SPARE WHEEL

TOOLS

FIRE EXTINGUISHER

FIRST AID KIT

WINDOWS

FLOORS

SEATS

SEATBELTS

NO SMOKING STICKERS

ROOFLIGHTS Y/N

FARECHART

METER (If fitted).....Serial No.....TESTED.....

SATISFACTORY/UNSATISFACTORY

NOTES.....
.....
.....
.....
.....

SIGNATURE.....DATE.....

TYPE OF APPLICATION

FEE PAID

RECEIPT NUMBER

EXPIRES

PLATE PRODUCED

INTERNAL STICKER PRODUCED

LICENCE PRODUCED

EXPIRED PLATE RETURNED (IF APPLICABLE)

Private Hire Vehicle Application Form

The council will only licence vehicles which are less than 5 (five) years old at time of first licensing.

All vehicles must undergo a visual inspection to ensure the vehicle meets the standard requirements.

- Vehicles should be taxed
- Vehicles should be thoroughly cleaned inside and out, especially the floors/carpets and seat/seat covers
- Roof lights, if fitted, must be working and attached directly to the gutter or roof-rack retaining bolts. Lights attached to roof bars or their brackets will not be allowed,
- Fire extinguishers should be within the manufacturers recommended replacement date and in a clean and usable condition – **Please note** – if the replacement date is illegible or has been removed, the appliance will be considered out of date and will have to be replaced.
- First Aid kits should have a full set of contents and preferably be kept within a waterproof or sealed bag to keep them clean and uncontaminated
- Windows must be operational
- Seatbelts must be in good condition and working order
- A taximeter if fitted will be tested
- No smoking signs should be displayed at each passenger entrance to the vehicle – these are **not** supplied
- Vehicles constructed with a space in the boot or a cradle underneath the vehicle for a spare wheel must carry a spare wheel and suitable tools to change it. Vehicles constructed without any provision to carry a spare wheel must carry a tyre sealant and re-inflation kit.

In addition the following **original** documents must be shown

- MOT certificate for all vehicles over the age of one year. Vehicles over 5 years old must have an MOT every 6 months.
- Insurance certificate, allowing the vehicle to be used for private hire and reward
- V5 registration document. If you have any problems obtaining your registration document, contact DVLA (0300 790 6802)

Once you have completed the application form please arrange for your vehicle to be visually inspected by contacting the Taxi Licensing Officer at Borough of Poole, Environmental Services, Unit 1 Newfields Business Park, Stinsford Road, Poole, BH17 0NF

The fee for a vehicle licence for one year is £153 (valid up to 30/04/2017). Payment can be made by cash, credit/debit card or cheque - cheques should be made payable to "**BOROUGH OF POOLE**".