



# APPLICATION FORM FOR A VEHICLE LICENCE

OFFICIAL USE ONLY  
Inspection date .....

## Local Government (Miscellaneous Provisions) Act 1976

<b>Type of licence being applied for:</b> (Please tick relevant box)			
Hackney Carriage	<input type="checkbox"/>	Private Hire	<input type="checkbox"/>
	<input type="checkbox"/>	Home to School	<input type="checkbox"/>
If applying for Private Hire, are you applying for Dispensation for this vehicle? (Please note this only applies to Corporate or Account work)			YES/*NO

<b>Surname</b>		<b>Mr/ Mrs/ Miss</b> (Please delete as applicable)
<b>First Names (in full)</b>		
<b>Full Address</b>		
<b>Telephone Number</b>		<b>Mobile Number</b>
<b>Date of Birth</b>		
<b>Name of Operator</b>		

<b>Please give names and badge numbers of any additional drivers who will drive your vehicle:</b>	
<b>Name</b>	<b>Badge Number</b>

Are you the sole owner of this vehicle?	YES/*NO
If NO to the above please state who is	
Is the vehicle on finance?	YES/*NO
If YES please give details of the finance company	

\*Please delete as applicable

<b>Vehicle Details</b>			
Registration Number		Vehicle Make	
Vehicle Colour		Vehicle Model	
No of passenger seats		Date of First Registration	
Engine Capacity (cc)		Current Mileage	

Address where vehicle will be kept if different from applicant address

**Guidance Notes**

Any vehicle submitted for licensing must be less than 5 years old or if wheelchair accessible less than 4 years old from date of first registration. The maximum age of a vehicle that may continue to be licensed is 8 years from date of first registration, for saloon and estate type vehicles and 10 years for a purpose built Hackney Carriage.

Hackney Carriage vehicles must be purpose built wheelchair accessible vehicles and have LVA, SVA and M1 type approval certificates for parts and conversion. Private Hire vehicles shall be of the four door saloon or five door estate type, the engine capacity not less than 1550cc and must be capable of carrying not less than 4 passengers. The internal measurement must allow not less than 16" (40.64 cm) per passenger along the narrowest part of the rear seat.

The Council may grant dispensation to certain executive vehicles licensed as Private Hire but engaged solely on Chauffeur, Corporate or Account work. A licence plate will not be required to be fixed to the vehicle, however the licence and dispensation certificate must be carried at all times and the windscreen sticker must be displayed in the front windscreen at all times.

All vehicles must be passed as fit by the Vehicle Inspector at the Council Depot. Vehicles submitted for inspection must be in a clean condition throughout, including the underside and engine compartments.

Vehicles up to 5 years old from date of first registration will be subject to an annual inspection. Any licensed vehicle which is 5 years or older during an inspection period will be subject to 6 monthly inspections. For vehicles solely engaged in Home to School transport the same regulation applies. The owner of the vehicle is responsible for ensuring that the inspections are carried out.

Hackney Carriage vehicles will be required to submit an MOT test certificate once the vehicle is 12 months old and every 12 months thereafter.

Please note that we can only accept original documentation for Insurance and MOT certificates, of which we will make a copy. Faxed copies of insurance documents will **only** be accepted if they are direct from the Insurance Broker.

Any other council shall not licence the vehicle as a Hackney Carriage or Private Hire vehicle.

**Fees for licences 2008/2009**

Type of Licence	£
Hackney Carriage Vehicle	208.00
Private Hire Vehicle	208.00
Home to School Vehicle	88.00

**Payment Information**

Payment can be made in the following ways:

By Cash or Cheque (made payable to Bracknell Forest Borough Council) at Time Square. Please allow 28 days for the cheque to clear.

By Credit or Debit card at Time Square or over the phone on 01344 352000

**Please tick to confirm you have enclosed the following with your application:**

<input type="checkbox"/>	A receipt showing payment of the fee (non-refundable) or a cheque made payable to Bracknell Forest Borough Council.
<input type="checkbox"/>	A receipt showing payment for an Inspection, or cheque made payable to Bracknell Forest Borough

	Council
	Original current MOT certificate (if applicable)
	Original current Insurance certificate (including any additional drivers)
	V05 vehicle registration document or transfer slip
	For Private Hire, a letter from the Operator you will be working for or confirmation of Corporate Accounts for dispensation.
	For Purpose Built Wheelchair Accessible Vehicles, LVA, SVA, M1 Certificates

The completed form, fees and any enclosures should be handed into the Environment and Leisure reception, Time Square, Market Street, Bracknell

Please note **for Dispensation only** you will be required to collect your licence from Environment Reception, Time Square, Bracknell. You will be notified when your licence is ready for collection.

Plates will be fitted at the Council Depot, Old Bracknell Lane West. You will be contacted by the Licensing Team and given an appointment.

An applicant commits an offence if they knowingly or recklessly make a false statement or omit any relevant information and any licence issued may be revoked.

Information provided on application forms will only be disclosed to other agencies, for example Police and DVLA, where there is a legal requirement to do so, for the investigation of an offence.

PLEASE NOTE: This application form is open to inspection by the public.

**Declaration:**

**I hereby certify that all statements in this application are correct and true to the best of my knowledge. I have read the guidance supplied, enclosed any required documentation and fees, and agree to abide by the conditions place on the licence should it be granted.**

Signature.....Print Name.....

Date signed.....

## Ethnic Monitoring

Bracknell Forest Borough Council operates a policy of equal opportunity and fair treatment for all. To assist in monitoring our policy (and for this reason only), applicants are asked to give details of their ethnic origin.

Please state which of the following best describes your ethnic origin:

Black UK	
Black African	
Black Caribbean	
Asian	
Indian	
Indian UK	
Pakistani	
Pakistani UK	
Bangladeshi	
Bangladeshi UK	
Chinese	
White UK	
White European	
Irish	
If you do not belong to any of these categories please specify	