

APPLICATION FOR A VEHICLE LICENCE

Local Government (Miscellaneous Provisions) Act 1976
Town Police Clauses Act 1847



Type of licence being applied for: (Please tick relevant box)			
Hackney Carriage	<input type="checkbox"/>	Private Hire	<input type="checkbox"/>
Home to School	<input type="checkbox"/>		<input type="checkbox"/>

If applying for Private Hire, are you applying for Dispensation for this vehicle? (Please note this only applies to vehicles only engaged in corporate account work)	YES/NO
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Surname		Mr/ Mrs/ Miss (Please delete as applicable)	
First names (in full)			
Full address			
	Postcode		
Email address			
Telephone number		Mobile number	
Date of birth			
Name of operator (if applicable)			

Are you the sole owner of this vehicle?	YES/NO
If NO please give details of owner(s):	
Is the vehicle on finance?	YES/NO
If YES please give details of finance company:	

Vehicle Details			
Registration number		Vehicle make	
Vehicle colour		Vehicle model	
No. passenger seats		Date of registration	
Engine capacity (cc)		Current mileage	

Address where vehicle will be kept if different from applicant address:

Please give names and badge numbers of any additional drivers of the vehicle:	
Name	Badge Number

Hackney Carriages Only	
Does the vehicle display liveried advertising?	YES / NO
If yes, an additional fee and vehicle inspection will be required, please see full details in the Guidance Notes below under 'Advertising on Hackney Carriages'.	

GUIDANCE NOTES

Age/Type of Vehicle

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 or 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 across the passenger seats. Full details of the size specification can be found in the Council's Guidance Notes and Conditions booklet, available on request from Reception.

Dispensation for Corporate/Account Work

The Council may grant dispensation to certain executive vehicles licensed as Private Hire but engaged **solely** in 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.

Inspections

All vehicles must be passed as fit by one of the authorised garages. 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, unless it is demonstrated that the vehicle is covering less than 8000 miles a year. 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.

Advertising on Hackney Carriages

All hackney carriages which display liveried advertising on the vehicle must apply for approval to ensure the advertisement meets the Council's criteria. An additional fee is required (details below) and an inspection of the vehicle bearing the advertisement may be required. If approved, the livery may remain on the vehicle for a period of one year, at which point the vehicle owner may apply for an extension for a further 12 months which may be granted subject to further inspection and a renewal fee.

Fees for licences 2012/2013

Type of Licence	£
Hackney Carriage Vehicle	250.00
Private Hire Vehicle	250.00
Home to School Vehicle	125.00
Hackney Carriage Livery Advertising (initial)	33.00
Hackney Carriage Livery Advertising (renewal)	23.00

Payment Information

Payment can be made in the following ways:

- By credit or debit card at Time Square or over the phone on 01344 352000
- By cash or cheque (made payable to Bracknell Forest Borough Council) at Time Square.

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

	A receipt for payment of the fee (non-refundable) or cheque payment
	Original current insurance certificate or cover note (including any additional drivers)
	V05 vehicle registration document or transfer slip and receipt for purchase of vehicle
	Original current MOT certificate (if applicable)
	For Wheelchair Accessible Vehicles only: LVA, SVA, M1 Certification (see Guidance above)

The completed form, fees and any enclosures should be handed into the Environment Reception at Time Square, Market Street, Bracknell. Please note only fully completed applications with all the correct fees and enclosures will be accepted. We can only accept original documentation (e.g. insurance certificates), of which we will make a copy. Faxed copies will **NOT** be accepted.

We will contact you when your licence is ready for collection. We aim to issue licences within two working days of receipt of the completed application. The vehicle must not be used for the carriage of passengers for hire and reward until a licence has been issued and collected.

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 be disclosed to other agencies such as the Police and DVLA where there is a legal requirement to do so, for example in relation to the investigation of a suspected offence. This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing and administering public funds for these purposes. For further information, see www.bracknell-forest.gov.uk/nfi or contact Internal Audit on 01344 352322.

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 placed on the licence should it be granted.

Signature.....

Print Name.....

Date signed.....

Signature of Operator.....

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	