

#### HACKNEY CARRIAGE LICENCES

**IMPORTANT**

If you are using a private vehicle for Hackney Carriage use **ALL persons who drive the vehicle must be licensed by Eastleigh Borough Council to drive a Hackney Carriage.**

The vehicle cannot be driven by any persons who are not so licensed; to do so is a prosecutable offence.

Before a hackney carriage vehicle licence is renewed the application must:-

1. Complete and submit to the Council an application completed and signed by the applicant in the form prescribed by the Council.

2. Produce for examination:-

2.1. Vehicle registration document or bill of sale

* 1. Current vehicle insurance certificate for hire and reward

2.3. Vehicle inspection certificate

2.4. Current vehicle MOT test certificate

2.5. Current Loler Certificate if vehicle require one

2.6. Colour photographs of the vehicle (front/nearside and rear/offside) **or**

Statutory declaration form that the vehicle has not changed since the last photos were taken. **This will be acceptable for a 3 year period only, Every 3rd year new up to date photos will need to be supplied.**

2.7. Meter Certificate installed by one of our approved fitters found in the handbook or contact the Licensing Team for further advice.

3. Pay to the Council the appropriate fee

**NOTE**

Applicants should allow at least 10 - 14 working days for the Council to process an application.

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| VEHICLE INSPECTION **All vehicles are subject to a full mechanical and visual inspection at the Councils Hedge End Depot on initial application. Any subsequent inspections can be carried out at either the Councils Hedge End Depot or any VOSA registered garage with the Eastleigh Borough area.**  To arrange an inspection telephone The Depot on 023 8068 8389  NOTE: Before presenting the vehicle for inspection the following items should be particularly noted.  1. Presence of fire extinguisher and first aid kit (identified to that  vehicle).  2. Condition of passenger areas.  3. Safety and security of doors.  4. Condition of tyres.  5. General appearance of vehicle.  6. Display of plate and licence particulars (if previously licensed).  After the vehicle has been passed roadworthy you must pay the inspection fee at the Depot. |

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 or administering public funds for these purposes.

For further information, see <https://www.eastleigh.gov.uk/privacy> or contact [DP@eastleigh.gov.uk](mailto:DP@eastleigh.gov.uk)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **For office** **use** | | | New Application only | | | | | | | | | | |
|  | Registration  Certificate | | Insurance | Inspection | | MOT | | Meter Certificate | | Fee | Receipt Number | | |
| Date |  | |  |  | |  | |  | |  |  | | |
|  |  | |  |  | |  | |  | |  |  | | |
|  |  | |  |  | |  | |  | | |  | | |
|  | Plate  Number | Photos | | | Statutory Dec. | | Loler | | | Certificate | | |
| Date |  |  | | |  | | Yes | | No | Yes | | No |
|  |  |  | | |  | | Date | | |  | | |

# APPLICATION FOR HACKNEY CARRIAGE LICENCE

APPLICATION MUST BE: Made in person and by appointment only

Completed in block capitals

Completed by the applicant

**All questions must be answered. Failure to do so will result in your application being returned to you for completion and a new appointment being made.**

Name in full .................................................................................................................

Maiden name...........................................................................................................

Address .......................................................................................................................

......................................................................................................................................

## Post code.............................. Email Address:…………………………………………

Telephone number (home)...................................(work)……………………..................

Mobile Number………………………………………..

Hackney Carriage badge number (if applicable) …………………………………………

1. PARTICULARS OF VEHICLE

Registration Number ...........................

Make ................................................... Model ………...........................

Year of Registration ....................................... Colour ....................................

Seating capacity (excluding driver) .............…...seats

Chassis/frame No ........................................… Engine No...............................

Horsepower/cc ............................................... Speedometer Reading ...........

Hackney Carriage Vehicle Licence Number (if already licensed) .......................

2. **Is the vehicle taxed with DVLA? YES/NO**

3. Has the vehicle been adapted for wheelchair access? **YES/NO**

4. Does the vehicle have a lift to transport/carry people? **YES/NO**

5. Has the vehicle been adapted for other disabled use? **YES/NO**

6.Are you the sole owner/proprietor of this vehicle? **YES/NO**

7. If no, please give details below of who has part ownership of the vehicle (including your own details if different from overleaf)

Name and Address Telephone Number

..................................................................................... ..............................................

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8. If the vehicle owner is a company or partnership, please give details below of who the Directors and Company Secretary are or who your partner is (please insert name and full address together with telephone number)

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9. **Declaration of intended use of hackney carriage, if licensed**

Please indicate your intended use of the hackney carriage, if licensed by Eastleigh Borough Council by, answering the following questions by ticking the appropriate boxes and/or by providing any other relevant information (please attach additional information, if

necessary).

9(a) Do you intend to use the above vehicle, if licensed as a hackney carriage to ply for hire predominantly, or entirely within the relevant hackney carriage licensing in the Eastleigh Borough? **YES/NO**

9(b) Do you intend to use the above vehicle, if licensed as a hackney carriage, entirely or predominantly for private hire remotely from the Borough?

**YES/NO**

9(c) Do you intend to use the above vehicle, if licensed as a hackney carriage, to carry fare paying passengers otherwise than as described in 9(a) and 9(b) above?

**YES/NO**

**I HEREBY DECLARE that I am the registered keeper of the above vehicle and am mainly concerned in the plying for hire of such vehicle and that to the best of my knowledge and belief the answers given above are true. If a licence is granted I undertake to comply with the conditions attached on the grant of the licence and the Byelaws in respect of Hackney Carriages.**

Signed........................................................................... Dated....................................

The Council is collecting this information in order to perform this service or function, and if further information is needed in order to do so, you may be contacted using the details provided.

In performing this service, the Council may be required to share your information with other organisations or departments, but it will only do so when it is necessary in order for the service to be provided.

The Council may also share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share your personal information, or use it for this, or any other purpose, unless provided for by law.

For more detail about how we handle your personal data please see our privacy policies:

<https://www.eastleigh.gov.uk/privacy>