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**Apply for a New Hackney Carriage or Private Hire Vehicle Licence**

This checklist will guide you through the application process for grant of a new Hackney Carriage or Private Hire Vehicle Licence. If you have any questions, please do not hesitate to contact the Licensing Team on 02392 446660 or [licensing@havant.gov.uk](mailto:licensing@havant.gov.uk)

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| **Step 1** | **Vehicle inspection** |
| **All** new vehicles must be inspected by a Licensing Officer to ensure that they comply with the Council’s policy and conditions. Please contact the Licensing Team to request a vehicle inspection appointment.  At the appointment, the Licensing Officer will check your vehicle against the vehicle specification. They will need to see inside the vehicle, including the rear boot space. The Officer will be able to advise at the appointment whether the vehicle is suitable for licensing and ask you to submit an application.  **Your application will be rejected if you have not had your vehicle inspected.** | |
| **Step 2** | **Download an application pack** |
| Download an application pack from the Council’s website: <https://www.havant.gov.uk/hackney-carriage-and-private-hire-vehicles>  **Please note:** the Council limits the number of hackney carriages to a maximum of 40. If you are applying for a hackney carriage vehicle licence you must first confirm with the Licensing Team that there is a licence available. If you apply for a hakcney carriage vehicle licence without first confirming the availability of a licence, your application may be refused. | |
| **Step 3** | **Submit your application** |
| Complete your application form and submit to [licensing@havant.gov.uk](mailto:licensing@havant.gov.uk). The application must be accompanied by:   * V5C registration document (all pages) * Valid MOT certificate (if applicable, please refer to policy) * Mechanical test pass slip from the Council’s approved test centre, Norse South East * Valid certificate of motor insurance * Taximeter calibration certificate (hackney carriages only)   Your vehicle must also be taxed.  Where the V5C registration document is unavailable (for example, if the vehicle has been recently purchased), you must supply a full HPI check from a reputable provider, and provide a copy of the V5C when received.  If the vehicle is a Hackney Carriage, a taximeter and an illuminated roof sign must be installed. A certificate of taximeter calibration from a reputable provider must be supplied with your application.  You can book your mechanical test at the Norse South East Depot by calling 02392 488000. | |
| **Step 4** | **Basic DBS Check** |
| If you do not already hold a Combined Hackney Carriage and Private Hire Drivers Licence issued by Havant Borough Council, you must apply for a basic DBS certificate. Once issued, the certificate must be provided to the Licensing Team.  You can apply for a basic DBS certificate online here: <https://www.gov.uk/request-copy-criminal-record>  If your application is being submitted by a registered company or partnership, a basic DBS certificate will be required for each company director or partner (unless they already hold a Combined Hackney Carriage and Private Hire Drivers Licence issued by Havant Borough Council). | |
| **Step 5** | **Licence issue** |
| Once you have completed the above steps and provided satisfactory paperwork to the Licensing Team, you will be contacted with the outcome of your application. We aim to make a decision within 10 working days.  Where your application has been granted, you will be contacted for payment and we will arrange for your licence and plate to be posted to you.  Please note that, in the unfortunate event of an accident in your licensed vehicle, you must notify the Council by completing our online form at <https://www.havant.gov.uk/hackney-carriage-and-private-hire-vehicles> ‘Report an accident’. | |

**Privacy Statement**

Havant Borough Council need to process your data to comply with a legal obligation primarily under the Town and Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976.  You have a number of rights on how your data is used, including the right to object, for more information on your rights see: <https://www.havant.gov.uk/privacy-policy>

**THIS APPLICATION IS CONFIDENTIAL**

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|  | **APPLICATION FOR GRANT OF A VEHICLE LICENCE under Local Government (Miscellaneous Provisions) Act 1976 and/or Town and Police Clauses Act 1847** |

**I HEREBY APPLY to Havant Borough Council to grant to me, subject to the provisions of the Town Police Clauses Act 1847, Local Government (Miscellaneous Provisions) Act 1976, Byelaws, Regulations and Conditions relating thereto, a hackney carriage or private hire vehicle licence in the Borough of Havant.**

**PLEASE COMPLETE EACH SECTION IN BLOCK CAPITALS IN CONJUNCTION WITH GUIDANCE NOTES**

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| **SECTION 1: APPLICANT DETAILS (these must match those printed on the V5C)** |
| |  |  |  | | --- | --- | --- | | **In what capacity are you applying?** | | | |  | **An individual** | **PLEASE COMPLETE SECTION 1A, 2 - 7** | |  | **A registered company** | **PLEASE COMPLETE SECTION 1B, 2 - 7** | |  | **A partnership** | **PLEASE COMPLETE SECTION 1C, 2 - 7** | |

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| **SECTION 1A: INDIVIDUAL** |
| |  |  | | --- | --- | | **Title:** **Mr**  **Mrs**  **Miss**  **Ms**  **Other**  **(Please specify):** |  |  |  |  | | --- | --- | | **Surname / Family name:** |  |  |  |  | | --- | --- | | **First name(s):** |  |  |  |  | | --- | --- | | **Any previous names:** |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Home address:** |  | | | | |  | | | | |  |  | **Postcode** |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Date of Birth:** |  |  | **Place of Birth:** |  |  |  |  | | --- | --- | | **Telephone No:** |  |  |  |  | | --- | --- | | **Email address:** |  | |

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| **SECTION 1B: REGISTERED COMPANY** |
| |  |  | | --- | --- | | **Company Name:** |  | | **Registration number:** |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Registered address:** |  | | | | |  | | | | |  |  | **Postcode** |  |  |  |  | | --- | --- | | **Telephone No:** |  |  |  |  | | --- | --- | | **Email address:** |  |  |  | | --- | | **On a separate sheet, you must attach the following details of all Company Directors:**   * **Full name** * **Any previous names** * **Home address, including postcode** * **Date and place of birth I confirm I have attached this**   **You must also attach a copy of the company registration certificate.**    **I confirm I have attached this** | |

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| **SECTION 1C: PARTNERSHIP** |
| |  |  | | --- | --- | | **PARTNER 1 (MAIN POINT OF CONTACT)**  **Title:** **Mr**  **Mrs**  **Miss**  **Ms**  **Other**  **(Please specify):** |  |  |  |  | | --- | --- | | **Surname / Family name:** |  |  |  |  | | --- | --- | | **First name(s):** |  |  |  |  | | --- | --- | | **Any previous names:** |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Home address:** |  | | | | |  | | | | |  |  | **Postcode** |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Date of Birth:** |  |  | **Place of Birth:** |  |  |  |  | | --- | --- | | **Telephone No:** |  |  |  |  | | --- | --- | | **Email address:** |  | |

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| |  |  | | --- | --- | | **PARTNER 2**  **Title:** **Mr**  **Mrs**  **Miss**  **Ms**  **Other**  **(Please specify):** |  |  |  |  | | --- | --- | | **Surname / Family name:** |  |  |  |  | | --- | --- | | **First name(s):** |  |  |  |  | | --- | --- | | **Any previous names:** |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Home address:** |  | | | | |  | | | | |  |  | **Postcode** |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Date of Birth:** |  |  | **Place of Birth:** |  | |
| |  | | --- | | **On a separate sheet, you must attach the following details of all additional partners:**   * **Full name** * **Any previous names** * **Home address, including postcode** * **Date and place of birth I confirm I have attached this** | |

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| **SECTION 2: DRIVER (IF KNOWN)** |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **If known at the time of application, please provide the driver’s details:** | | | | | | | **DVR Badge number:** |  |  | |  |  | | | **Title:** **Mr**  **Mrs**  **Miss**  **Ms**  **Other**  **(Please specify):** | | |  | | | |  |  |  | | --- | --- | | **Surname / Family name:** |  |  |  |  | | --- | --- | | **First name(s):** |  | |

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| **SECTION 3: OPERATOR DETAILS** |
| |  | | --- | | **If applying for a private hire vehicle licence, please provide details of the private hire operator(s) that will operate the vehicle:** |  |  |  | | --- | --- | | **Operator Name:** |  |  |  |  | | --- | --- | | **Operator Address:** |  | |

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| **SECTION 4: BASIC DBS CERTIFICATE** |
| **If you do not already hold a Combined Hackney Carriage and Private Hire Drivers Licence issued by Havant Borough Council, you must apply for a basic DBS certificate. Once issued, the certificate must be provided to the Licensing Team.**  **You can apply for a basic DBS certificate online here:** [**https://www.gov.uk/request-copy-criminal-record**](https://www.gov.uk/request-copy-criminal-record)  **If your application is being submitted by a registered company or partnership, a basic DBS certificate will be required for each company director or partner (unless they already hold a Combined Hackney Carriage and Private Hire Drivers Licence issued by Havant Borough Council).**   |  |  |  | | --- | --- | --- | | **I confirm that I have read and understood the above information.** |  | **Yes** | |

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| **SECTION 5: VEHICLE DETAILS** | | | | | | | | | | | | | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | **I am applying for:** | **Hackney Carriage Vehicle Licence** |  |  | |  | **Private Hire Vehicle Licence** |  | |  |  |  |  | | | | | | | | | | | | | | | | | | |
| **Registration number (VRN)** | | | | |  | | | **Date of first registration** | | | | | | |  | |  |
|  | | | | | | | | | | | | | | | | | |
| **Vehicle make** |  | | | | | | | **Vehicle model** | | |  | | | | | |  |
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| **Vehicle fuel type** | |  | | | | | | **Vehicle colour** | |  | | | | | | |  |
|  | | | | | | | | | | | | | | | | | |
| **Vehicle body type** | | | | **Saloon** | | | **Hatchback** | | **MPV** | **Estate** | | | | | | **SUV** |  |
|  | | | | | | | | | | | | | | | | | |
| **Meter make (HC only)** | | |  | | | | | **Wheelchair access** | | | | **Yes** | | | | **No** |  |
|  | | | | | | | | | | | | | | | | | |
| **No. of seats (excluding driver)** | | | | | |  | | **Engine capacity (cc)** | | | | | |  | | |  |
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| **SECTION 6: PAYMENT DETAILS** | | | | | | |
| **Please provide details for the individual who can be contacted for payment for this application.** | | | | | | |
| **Contact name:** |  | | **Contact email:** | |  | |
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| **Contact telephone number:** | |  | | | |  |
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| **SECTION 7: DECLARATIONS** |  |
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| **I CONFIRM I have checked that the vehicle in Section 5 complies with Havant Borough Council’s vehicle specification as outlined in the Hackney Carriage & Private Hire Licensing Policy.**  **I CONFIRM the vehicle in Section 5 has been inspected by a Licensing Officer to assess suitability and confirm the number of passengers it would be licensed to carry.** | **Yes**  **Yes** |
| **I CONFIRM the vehicle in Section 5 is not licensed with another Local Authority.** | **Yes** |
| **I UNDERSTAND that the application form, registration document (V5), MOT (if applicable), insurance certificate, mechanical test pass slip and basic DBS certificate (if applicable) must be submitted by email to** [**licensing@havant.gov.uk**](mailto:licensing@havant.gov.uk) **before the application is valid.** | **Yes** |
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| **APPLICATION DECLARATION**    **I HEREBY make an application to Havant Borough Council for the grant of a Vehicle licence subject to the Statutes, Regulations, Policies and Conditions relating to the same for the time being in force.**    **I declare that I am over the age of 18 and I have the right to live and work in the United Kingdom.**  **I declare that I have checked the information on this application and to the best of my knowledge and belief it is correct. I understand that it is an offence for any person to**  **knowingly or recklessly make a false statement or to omit material information for which I**  **could be prosecuted, and any application refused, or licence suspended or revoked.**  **I am aware that if any of the information supplied on this application should change, I need to inform the Council in writing and pay the fee for amending the licence, if applicable.**  **Signed by Applicant**   |  |  |  |  | | --- | --- | --- | --- | | **Signature:** |  | **Date:** |  | | **Capacity:** |  |  |  | | |