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**Renew a Hackney Carriage or Private Hire Vehicle Licence**

This checklist will guide you through the application process for renewing a 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** | **Renewal reminder** |
| You will receive a renewal reminder via post or email, approximately three months in advance of your licence expiry date. This will include a link to download an application pack from our website.  If you have any questions about the renewal process, contact the Licensing Team by telephone 02392 446660 or via email [licensing@havant.gov.uk](mailto:licensing@havant.gov.uk).  **It is recommended that you submit your application as soon as possible to avoid your licence expiring. If your licence expires, you will be required to submit a new application and comply with the policy requirements for a new vehicle.**  The Council’s policy can be found online here: <https://www.havant.gov.uk/licensing/full-list-licensing-applications/hackney-carriage-and-private-hire-licences/hackney> | |
| **Step 2** | **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   Your vehicle must also be taxed.  Where the V5C registration document is unavailable (for example, if it has been sent off for a change of details), you must supply this to the Licensing Team once received.  You can book your mechanical test at the Norse South East Depot by calling 02392 488000. | |
| **Step 3** | **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 4** | **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. | |

**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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| A black and white logo  AI-generated content may be incorrect. | **APPLICATION FOR RENEWAL 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 issue 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 provide the following details of all Company Directors:**   * **Full name** * **Any previous names** * **Home address, including postcode** * **Date and place of birth Yes**   **You must also attach a copy of the company registration certificate. Yes** | |

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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 provide the following details of all additional partners:**   * **Full name** * **Any previous names** * **Home address, including postcode** * **Date and place of birth Yes** | |

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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** | | | | |  | |  |
|  | | | | |  | | |  | |  | | | | |  |
| **Plate number** |  | | | |  | | |  | |  | | | | |  |
|  | | | | | | | | | | | | | | | |
| **Vehicle make** |  | | | | | | | **Vehicle model** | |  | | | | |  |
|  | | | | | |  | |  | | | |  | | |  |
| **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 telephone number:** |  | | |  |
|  |  |  |  | |
| **Contact email** |  |  | |  |
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| **SECTION 7: DECLARATIONS** |  |
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| **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** |
| **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:** |  |  |  | | |