

**Application to change a
licensed Hackney Carriage or
Private Hire Vehicle**

**Information contained in this
form may be passed to other
departments of the Council**

FOR OFFICIAL USE ONLY

Date Application Received		Date Payment Received	
Receipt No		Fee Paid	
V5 Document Rec'd		Insurance Checked	
MOT Checked		Decals ordered	
Inspection Arranged		Inspect Report Rec'd	
New licence valid from		Expiry Date	

ALL APPLICATIONS ARE REQUIRED TO HAVE THE FOLLOWING. PLEASE MAKE SURE YOU BRING ALL OF THE RELEVANT INFORMATION AND FEES WITH THE APPLICATION FORM.

- a valid MOT pass certificate carried out within ONE month prior to application
- a valid Certificate of Insurance showing that the vehicle is insured for carrying passengers for hire purposes
- the Registration Document if the vehicle has not been licensed before
- Enclose a fee of £50.00 to amend the licence
- If applicable – return the two expired Hackney Carriage/Private Hire plates.

Owner of Vehicle

Name	
Address	
Email	
Telephone Number	

Current Licence

Type of Licence Held	
Hackney Carriage <input type="checkbox"/>	Private Hire <input type="checkbox"/>
Registration of Present Vehicle	Plate Number

New Vehicle			
Make		Model	
Colour		Registration No.	
Engine Cubic Capacity		Year of Manufacture	
Number of Seats (Excluding Drivers)			
Meter Number (Hackney Carriage)		Meter Make (Hackney Carriage)	
Disabled adaptation: (Please tick which apply) Disabled access <input type="checkbox"/> Wheelchair access <input type="checkbox"/> No adaptation <input type="checkbox"/>			
APPLICANTS ARE ADVISED THAT TO KNOWINGLY MAKE A FALSE STATEMENT ON THIS APPLICATION IS A CRIMINAL OFFENCE PUNISHABLE ON CONVICTION BY A FINE OF UP TO £100			
I/We declare that to the best of my/our knowledge and belief the answers given above are true. If a Licence is granted I/We undertake to comply with the relevant legislation and conditions attached on the grant of the Licence.			
Date:	Signature of Applicant(s):		

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.