

Hackney carriage and private hire vehicle licence application

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

Please note:

- Please complete this form in conjunction with the guidance notes and policy at [West Suffolk Council – Taxi and private hire licences](#)
- All sections must be completed and all supporting documents must be supplied
- Re-licence applications must be submitted at least 28 days before licence expiry

Fees	
•	Fees must be paid at time of application and proof of payment must be supplied
•	Incomplete and incorrect applications will be rejected and the fee will be refunded, which can take up to 5 working days.
•	Section 19 must be completed

1. Application type (Please tick as appropriate)					
Hackney carriage	First grant			Re-licence	
Private hire	First grant			Re-licence	
For re-licence:	Current licence number				
	Expiry date of current licence				
Number of vehicle proprietor(s) (Persons with commercial interest in the licence)					
2. Applicant (first or only proprietor) (Please tick as appropriate)					
Title	Mr	Mrs	Miss	Ms	Other (please state)
Forenames					
Surname					
Date of birth					
National Insurance number					
West Suffolk driver number	CD				
Permanent address (This will be used for all correspondence)	Address:				
	Postcode:				
Email address					
Daytime phone number					
Mobile number					
Are you the registered keeper of the vehicle?				Yes	No
Are you the legal owner of the vehicle?				Yes	No

3. Second proprietor (Please tick as appropriate)						
Title	Mr	Mrs	Miss	Ms	Other (please state)	
Forenames						
Surname						
Date of birth						
National Insurance number						
West Suffolk driver number	CD					
Permanent address (This will be used for all correspondence)	Address:					
	Postcode:					
Email address						
Daytime phone number						
Mobile number						
Are you the registered keeper of the vehicle?					Yes	No
Are you the legal owner of the vehicle?					Yes	No
4. Third proprietor (Please tick as appropriate)						
Title	Mr	Mrs	Miss	Ms	Other (please state)	
Forenames						
Surname						
Date of birth						
National Insurance number						
West Suffolk driver number	CD					
Permanent address (This will be used for all correspondence)	Address:					
	Postcode:					
Email address						
Daytime phone number						
Mobile number						
Are you the registered keeper of the vehicle?					Yes	No
Are you the legal owner of the vehicle?					Yes	No
Use additional sheet for further proprietor(s)						

5. Vehicle details			
Registration plate			
Vehicle Identity Number (VIN)			
Date of First Registration			
Make		Model	
Colour		Body style	
Engine capacity		Fuel type	
Passenger capacity		Number of doors	
Wheelchair accessible	Yes No	Is CCTV installed?	Yes No
Do you tow a trailer for customer use with this vehicle?		Yes No	
6. Operator (all private hire vehicles)			
Operator name			
Operator licence number			
7. Enclosures – new application (scanned or photographed documents)			
Please read and tick each box			
Full V5C document or V5C new keeper slip (full V5C to be supplied within 14 days)		V5C or V5C new keeper	
Full Vehicle Inspection Report (All 10 pages, less than two months old, completed by an approved garage)			
MOT certificate			
Insurance certificate or cover note, showing the use as private or public hire			
Taxi meter certificate (for all vehicles fitted with a meter)			Not applicable
For proprietors who do not hold a current driver's licence with West Suffolk Council: Basic DBS check dated within one month (unless already provided in the last annum)			Not applicable
8. Enclosures – re-licence (scanned or photographed documents)			
Please read and tick each box			
Full Vehicle Inspection Report (All 10 pages, less than two months old, completed by an approved garage)			
For proprietors who do not hold a current driver's licence with West Suffolk Council: Basic DBS check dated within one month (unless already provided in the last annum)			Not applicable
If you have not already submitted up to date copies, you must also provide: (Please note, your application is at risk of being rejected if this information is not already held by the licencing team, so please submit if unsure)			
Full V5C document			
MOT certificate			

Insurance certificate or cover note, showing the use as private or public hire	
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9. Payment

Please note: Fees must be paid at time of application and proof of payment must be supplied. Incomplete applications will be rejected and the fee will be refunded, which can take up to 5 working days. Pay online: [West Suffolk - Adelante Smart pay](#)

I confirm I have paid the following fee (Please tick as appropriate)

Hackney Carriage	£209.00
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Private Hire	£188.00
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Payment Reference Number:	
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10. Declarations (please read and tick each box)

I understand all persons who are to drive the vehicle at all times must hold a current hackney carriage and private hire driver's licence issued by West Suffolk Council.	
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I declare that the answers to the questions are correct and I have read the West Suffolk Council – Hackney Carriage and Private Hire Licensing Policy and I undertake, in the event of a licence being granted, to observe and comply with its contents.	
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11. Privacy and responsibility

Privacy notice

West Suffolk Council is a Data Controller and can be contacted at: West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU. Phone: 01284 763233. The Data Protection Officer can be contacted at the same address.

We are collecting your personal information in order to process your application under the Local Government Miscellaneous Provisions Act 1976 and Town Police Clauses Act 1847.

Your data will not be shared with third parties unless used for council purposes, in order to enquire and receive information relating to your licence, prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation, for example we will share your data with Defra so that Defra can create a database to support the operation of charging clean air zones by local authorities or other air quality plans, part of your data (licence number, applicant name, date of issue and expiry) will also be included in our Driver Licence Register, which is published online.

Your data will be kept for six years post licence expiry or surrender and in line with our retention policy.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Automated decision making and processing is not used during this application. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format, please contact the Data Protection Officer.

Any complaints regarding your data should be addresses to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at: Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF Phone: 0303 123 1113.

If you do not provide the information required on the application form, then we will not be able to process application for a licence. Your data must be kept up to date in accordance with the conditions of your licence.

For further information on our data protection policies please go to our website: [How we use your information](#) or email: data.protection@westsuffolk.gov.uk

Fraud Act 2006

Applicants are advised that to make a false statement, knowingly or recklessly or omit any information from this application is an offence punishable on conviction by a fine or imprisonment for a term not exceeding two years or both.

I hereby declare that I fully understand, have read and checked the details and questions on this application form and the foregoing statements are true.

I understand that it is a criminal offence if I or anyone else gives false information, or makes a false representation within this application, or fails to disclose information in order for me to obtain a licence.

I am fully aware that the provision of a false statement, or information in order to obtain a licence is an offence under the above act which may result in the refusal of this licence application and any subsequent licence applications.

I am also aware that any licence granted as a result of breaching the above act will be immediately revoked.

I have read the West Suffolk Council hackney carriage and private hire policy, and I undertake, in the event of a licence being granted, to observe and comply with its contents.

All persons having commercial interest in this application are required to sign below.

Applicant one

Name (block capitals)			
Signature		Date	

Applicant two

Name (block capitals)			
Signature		Date	

Applicant three

Name (block capitals)			
Signature		Date	

Your complete application should be sent on one email to: licensing@westsuffolk.gov.uk. The subject line should state either **New Vehicle Licence** or **Vehicle Re-Licence (licence number)**. Each supporting document should be added as an attachment.