

HACKNEY CARRIAGE VEHICLE LICENCE

Application Form

APPLICANT(S) DETAILS

	FIRST APPLICANT	SECOND APPLICANT
	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>
	Other Title <input type="text"/>	Other Title <input type="text"/>
Surname	<input type="text"/>	<input type="text"/>
Forename(s)	<input type="text"/>	<input type="text"/>
Address including Postcode	<input type="text"/>	<input type="text"/>
Telephone No	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>	<input type="text"/>
Place of Birth	<input type="text"/>	<input type="text"/>
Date of Birth	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
N. I. No	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

APPLICATION TYPE

New Application Permanent Vehicle Change
 Renewal of Existing Licence Temporary Vehicle Change Current Plate No
 Change of Licence Ownership

ABOUT THIS APPLICATION

The Licensing Authority of Royal Borough of Windsor and Maidenhead needs to be satisfied on the contents of this application before granting to an applicant a Hackney Carriage Vehicle Licence.

When completing this application form please:

- Write inside the boxes using **BLOCK CAPITAL** letters.
- Ensure that a response is given for **EVERY** question. Incomplete application forms will not be accepted.
- Provide **ALL** original documents required in the list below for inspection by the Licensing Officer.

Please return this completed form to: **Licensing Office, RBWM, Town Hall, St Ives Road, Maidenhead, SL6 1RF.**

REQUIRED DOCUMENTS

Completed Application Form	V5 (or New Keeper Slip for recently purchased vehicle)
MOT and Certificate of Compliance	Receipt or Bill of Sale (for recently purchased vehicle)
Insurance Certificate or Cover Note	Meter calibration certificate (new application / vehicle change)

FEES	£
Grant or renewal of Hackney Carriage Vehicle Licence	315.00
Change of licence ownership (bill / receipt of sale is required)	37.00
Permanent vehicle change (with replacement plate)	47.00
Temporary vehicle change (for 3 months)	120.00
Replacement plate	10.00
Cost of graphics on replacement vehicles	170.00

VEHICLE DETAILS

The vehicle must be equipped with a fully operational fire extinguisher and first aid kit as a requirement of this licence

Registration No	<input type="text"/>	Date first registered	<input type="text"/>	Engine CC	<input type="text"/>
Make and Model	<input type="text"/>	Colour	<input type="text"/>	No of passengers	<input type="text"/>

INSURANCE

The vehicle must be appropriately insured for the duration of the licence in its use as a Hackney Carriage vehicle

Insurance Company	<input type="text"/>	Start Date	<input type="text"/>
Certificate Number	<input type="text"/>	Expiry Date	<input type="text"/>

MOT AND CERTIFICATE OF COMPLIANCE

Both the MOT and Certificate of Compliance should be no older than 28 days at the time of the vehicle being licensed

Issuing Garage	<input type="text"/>	Vehicle Mileage	<input type="text"/>
MOT Issue Date	<input type="text"/>	Certificate of Compliance Issue Date	<input type="text"/>
MOT Expiry Date	<input type="text"/>	Certificate of Compliance Expiry Date	<input type="text"/>

DECLARATION OF HACKNEY CARRIAGE PROPRIETOR

Are you (the applicant) also the proprietor (the actual owner) of the vehicle? Yes No

If the applicant is **not** the proprietor (the actual owner) of the vehicle, this declaration must be signed by the Licensed Hackney Carriage Proprietor under the Town Police Clauses Act 1847.

I hereby certify that the applicant(s) named over will drive the vehicle properly licensed as a Hackney Carriage, of which I am the named proprietor (owner), if the licence is granted.

Name of Proprietor	<input type="text"/>		
Address of Proprietor including Postcode	<input type="text"/>		
Signature	<input type="text"/>	Date	<input type="text"/>

Vehicle requirements to licence a new or replacement Hackney Carriage Wheelchair Accessible Vehicle	Vehicle requirements to licence a replacement Hackney Carriage Saloon Vehicle
1. Under 3 years of age from date of first registration	1. Under 5 years of age from date of first registration
2. White with purple boot and bonnet (Pantone 259)	2. White with purple boot and bonnet (Pantone 259)
3. RBWM Logo Graphics	3. RBWM Logo Graphics
4. Whole type / Low Volume approval	Please note: any vehicles requiring graphics will not be given their plates until the graphics have been fitted.
5. Wheelchair Accessible	

FIRST APPLICANT - DECLARATION OF CONVICTIONS / DVLA POINTS

When submitting an application for a Hackney Carriage Vehicle Licence applicants are required to declare **ALL convictions and cautions** you may have by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) (Amendments) Order 2002. **Any spent convictions must be disclosed.**

Please also record any current DVLA points on your driving licence.

Have you ever had any:

a) Convictions	Yes <input type="checkbox"/>	No <input type="checkbox"/>	c) Motoring Offences	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b) Cautions	Yes <input type="checkbox"/>	No <input type="checkbox"/>	d) DVLA Points	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If **YES** to any, please give details below.

Date of Conviction	Offence	Court	Sentence / Fine

Are you currently on bail or subject of any outstanding charge or summons? Yes No

If **YES**, please give details – continue on a separate sheet if required.

SECOND APPLICANT - DECLARATION OF CONVICTIONS / DVLA POINTS

Have you ever had any:

a) Convictions	Yes <input type="checkbox"/>	No <input type="checkbox"/>	c) Motoring Offences	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b) Cautions	Yes <input type="checkbox"/>	No <input type="checkbox"/>	d) DVLA Points	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If **YES** to any, please give details below.

Date of Conviction	Offence	Court	Sentence / Fine

Are you currently on bail or subject of any outstanding charge or summons? Yes No

If **YES**, please give details – continue on a separate sheet if required.

OTHER VEHICLES

Does **either applicant** hold **any other** Hackney Carriage or Private Hire Vehicle Licences with **any authority**? Yes No If **YES**, please give details:

Name	Licence Number	Issuing Authority

BADGE DETAILS

If **either applicant** does not currently hold a RBWM Private Hire / Hackney Carriage / Combined Driver Licence, they will need to provide us with a basic DBS certificate. You can apply at: www.gov.uk/request-copy-criminal-record

APPLICANT 1, do you have a RBWM driver licence? Yes No Badge Number

APPLICANT 2, do you have a RBWM driver licence? Yes No Badge Number

PLEASE NOTE

All licence holders must keep in their vehicle copies of their RBWM Vehicle Licence, Vehicle Insurance, MOT and Certificate of Compliance. Drivers are also required to carry their RBWM Badge on them when working.

DATA PROTECTION

Royal Borough of Windsor and Maidenhead (RBWM) and its agents will use the information that you have provided on this form and subsequent information provided by you or others for the purposes of assessing your application to hold a Hackney Carriage Vehicle Licence and for the administration of the licence. If your application is successful, your name, licence number, licence status, issued date and expiry date will be made available on a public register.

By signing this form you are consenting to the processing of your data by RBWM for these purposes.

The data may also be disclosed to other departments within the Council or other organisations, but only in order to ensure compliance with relevant legislation, for identification purposes or to prevent or detect fraud or a crime.

For further information on the law surrounding Data Protection, please visit the Information Commissioner's Office website at www.ico.org.uk.

DECLARATION OF APPLICANT(S)

I hereby certify that, to the best of my knowledge and belief, the information I have given in this application is correct and I have given it knowing that I shall be liable to prosecution if I have knowingly or recklessly made a false statement or omitted any material particular and accept that Royal Borough of Windsor and Maidenhead reserves the right to clarify any of my answers or require further information in accordance with the provisions of The Town Police Clauses Act 1847, The Local Government (Miscellaneous Provisions) Act 1976 and any modification or re-enactment thereof.

I confirm that I have the right to work in the UK.

I confirm that I have read and understood the above declaration and the information supplied by myself is true and accurate to the best of my knowledge.

Signature of 1st applicant Date

I confirm that I have the right to work in the UK.

I confirm that I have read and understood the above declaration and the information supplied by myself is true and accurate to the best of my knowledge.

Signature of 2nd applicant Date

PRIVACY NOTICES

Hackney Carriage Vehicle Licence applications are for the confidential use of the Licensing Authority.

We are a unitary authority responsible for all areas of local government within its geographical boundary. We are registered under the Data Protection Act as a Data Controller with the Information Commissioner's Office. The council registration reference is: **Z6764716**

Please see the following links for more information:

www.rbwm.gov.uk/home/council-and-democracy/strategies-and-policies/data-protection/privacy-notices

www.rbwm.gov.uk/sites/default/files/2020-04/privacy_notice_taxi_licences.pdf