



APPLICATION TO LICENCE A PRIVATE HIRE OR HACKNEY CARRIAGE VEHICLE

Email: licensing.administration@stockton.gov.uk

Telephone: 01642 524802

TYPE OF APPLICATION

- Private Hire Vehicle
- Private Hire Wheelchair Accessible Vehicle
- Replacement Private Hire Vehicle
- Replacement Private Hire Wheelchair Accessible Vehicle
- Hackney Carriage Wheelchair Accessible Vehicle
- Replacement Hackney Carriage Saloon Vehicle*

*MPV'S (MULTI-PURPOSE VEHICLES, I.E. PEOPLE CARRIERS) WILL NOT BE LICENSED AS A HACKNEY CARRIAGE SALOON VEHICLE

- Replacement Hackney Carriage Wheelchair Accessible Vehicle

DETAILS OF PROPOSED VEHICLE

Registration Mark				Registration Date					
Make Of Vehicle						Model Of Vehicle			
Colour			No. Of Doors			No. Of Passengers			
Engine Size					Engine Number				
Chassis Number									
Make Of Meter			Model Of Meter			Meter Number			
Where Will The Vehicle Usually Be Kept When Not In Use?									

DETAILS OF VEHICLE TO BE REPLACED (REPLACEMENT VEHICLES ONLY)

Plate Number			Registration Mark		
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Are You Returning Your Existing Plates With This Application?	Yes		No	
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CCTV

Is The Vehicle Fitted With On Board CCTV?	Yes		No	
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If Yes, Is It

a) Front Facing Only, For Insurance Purposes?	Yes		No	
b) Facing Inside Vehicle For Driver Safety?	Yes		No	

APPLICANT DETAILS

Title	Mr		Mrs		Miss		Ms		Other (Please State)	
Surname										
First Name(s)										
Maiden Name (If Applicable)										
Full Postal Address										
Telephone Number							Date Of Birth			
Mobile Number										
E-Mail Address										

COMPANY DETAILS (TO BE COMPLETED ONLY IF APPLICANT IS A LIMITED COMPANY)

Name Of Company	
Registered Address	
Telephone Number	
Mobile Number	
E-Mail Address	
Name Of Secretary	
Company Directors	

 **HOW WE COLLECT AND USE INFORMATION**

**Data Protection Act 2018
General Data Protection Regulations (GDPR)**

The information you have provided will be held in accordance with Data Protection regulations. The data we hold will be kept and used in accordance with statutory requirements and may be disclosed to others within the Council and to other, external organisations, but only in order to ensure compliance with relevant legislation or for identification purposes or to prevent or detect fraud or a crime. For more information on how we use your personal data please visit our website at www.stockton.gov.uk/dataprivacy

CONVICTIONS

Please Read Notes Attached Regarding The Rehabilitation Of Offenders Act 1974 Before Answering These Questions.

Applicants Should Note That To Make A False Statutory Declaration Is A Serious Criminal Offence, Punishable Upon Conviction By Imprisonment For A Term Not Exceeding Two Years Or To A Fine To Be Decided By The Court Or Both.

I Do Solemnly And Sincerely Declare As Follows (Please Tick As Applicable)

I Have Never Been Convicted For Any Offence Or Received A Caution, Reprimand Or Final Warning.

I Have Been Convicted For An Offence Or Offences And I List Below Every Offence For Which I Have Been Convicted Including The Date Of The Offence, The Place That The Offence Was Committed And The Sentence Imposed By The Court. I Have Not Been Convicted Of Any Other Offence.

I Have Received A Caution, Reprimand Or Final Warning And I List Below Every Caution, Reprimand Or Final Warning I Have Received Including The Date, Place And Issuing Police Force. I Have Not Received Any Other Caution, Reprimand Or Final Warning.

Date	Offence/Caution/Reprimand Or Final Warning	Court/Police Force	Sentence

(Please Continue On A Separate Sheet If Necessary)

I Confirm That If The Vehicle To Which This Application Relates Receives A Hackney Carriage Licence Any Pre-Booked Work Undertaken By The Vehicle Will Predominantly Be For Journeys Where Either The Pick Up Or Drop Off Point Is Within The Boundary Of Stockton-On-Tees Borough Council. ("Predominantly" Means 90% Of All Pre Booked Work Over Any Continuous 7 Day Period).

I Hereby Undertake To Observe And Perform All Conditions, Acts And Byelaws In Force Relating To Private Hire/Hackney Carriage Vehicles. I Accept That If I Or My Employees, Infringe Or Neglect To Comply With Any Of The Conditions, Acts Or Byelaws Subject To Which The Licence Is Held, The Same Shall Be Liable To Be Revoked Or Not Renewed By The Council. I Understand That Further Checks May Be Made With Other Agencies With Regard To Details Contained On This Form.

I Declare To The Best Of My Knowledge And Belief The Answers Given Above Are True.

Signature Of Applicant		Date	
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PROPRIETORSHIP REQUISITION FORM

SECTION 40 TOWN POLICE CLAUSES ACT 1847

SECTION 48 OF THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

I (Full Name Of Applicant)

Of (Full Home Address)

Date Of Birth

Telephone Number

Hereby Declare That I Am A Proprietor Of The Vehicle Registration Mark

More Fully Described In The Application For A Hackney Carriage/Private Hire Vehicle Licence And That The Following Are The Names And Surnames And Addresses Of The Applicant And Of Every Proprietor Or Part Proprietor Of Such Vehicle, Or Person Concerned, Either Solely Or In Partnership With Any Other Person, In The Keeping, Employing Or Hiring Of Such Vehicle. This Information Is True To The Best Of My Knowledge And Belief.

PLEASE NOTE

As The Proprietor Of This Vehicle You Are Required To Complete This Form Fully, Giving Details Of Any Persons Who:-

A) Own The Vehicle, B) Part Own The Vehicle, C) Rent Or Hire The Vehicle From You, D) Any Person Who Drives The Vehicle For You (Please Tick Relevant Column)

NAME	ADDRESS	A	B	C	D



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Signature Of Proprietor	Date
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Your Attention Is Drawn To The Provisions Of Section 40 Of The Town Police Clauses Act 1847 And Section 48, Subs (3)(A) Of The Local Government (Miscellaneous Provisions) Act 1976 Reproduced Overleaf.

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976
TOWN POLICE CLAUSES ACT 1847
INFORMATION ON LEGISLATION REGARDING PROPRIETORSHIP

The Extracts From The Above Legislation Which Are Reproduced Below Detail The Legal Requirement For You As The Proposed Proprietor To Identify Every Proprietor Or Part Proprietor Who Has An Involvement With You Vehicle.

To Help You Complete The Proprietor Requisition Form You Should List Your Full Name And Address At The Top Of The Form And After Reading The Legal Declaration Identify The Following:-

1. Name The Owner Of The Vehicle If That Person Is Not You.
2. Name Any Other Owner Of The Vehicle If You And Someone Else Are Joint Or Part Owners Of The Vehicle.
3. Name Any Person Who Will Rent Or Hire The Vehicle From You If You Do Not Intend To Drive The Vehicle Yourself.
4. If You Do Not Intend To Drive The Vehicle Yourself, And Do Not Intend To Rent Or Hire It Out You Must Name The Nominated Driver Who Will Do So.

TOWN POLICE CLAUSES ACT 1847 SECTION 40

Before Any Such Licence Is Granted A Requisition For The Same, In Such Form As The Commissioners From Time To Time Provide For That Purpose, Shall Be Made And Signed By The Proprietor Or One Of The Proprietors Of The Hackney Carriage In Respect Of Which Such Licence Is Applied For; And In Every Such Requisition Shall Be Truly Stated The Name And Surname And Place Of Abode Of The Person Applying For Such Licence, And Of Every Proprietor Or Part Proprietor Of Such Carriage, Or Person Concerned, Either Solely Or In Partnership With Any Other Person, In The Keeping, Employing Or Letting To Hire Of Such Carriage; And Any Person Who, On Applying For Such Licence, States In Such Requisition The Name Of Any Person Who Is Not A Proprietor Or Part Proprietor Of Such Carriage, Or Who Is Not Concerned As Aforesaid In The Keeping Employing Or Letting To Hire Of Such Carriage And Also Any Person Who Wilfully Omits To Specify Truly In Such Requisition As Aforesaid The Name Of Any Person Who Is A Proprietor Or Part Proprietor Of Such Carriage, Or Who Is Concerned As Aforesaid In The Keeping, Employing Or Letting To Hire Of Such Carriage, Shall Be Liable To A Penalty Not Exceeding (Level 1 On The Standard Scale)

THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976
SECTION 48, SUBS (3)(A)

In Every Vehicle Licence Granted Under This Section There Shall Be Specified:

- (A) The Name And Address Of:
- (B) The Applicant; And
- (C) Every Other Person Who Is A Proprietor Of The Hackney Carriage Vehicle In Respect Of Which The Licence Is Granted, Or Who Is Concerned, Either Solely Or In Partnership With Any Other Person, In The Keeping, Employing Or Letting On Hire Of The Hackney Carriage Vehicle.

TO BE COMPLETED BY PRIVATE HIRE APPLICANTS ONLY

**STOCKTON-ON-TEES BOROUGH COUNCIL
PRIVATE HIRE CERTIFICATION FORM**

PART A (THIS PART MUST BE COMPLETED BY THE LICENSED PRIVATE HIRE OPERATOR)

This is to Certify that Vehicle Registration Mark is to be operated by

Business Name Of Licensed Operator	
Business Address Of Licensed Operator	
Name Of Licence Holder	

I Will Now Be Operating Vehicles Under My Operators Licence (*And Enclosed The Additional Fee) *Please Delete If Not Applicable

I Understand That As The Operator Of The Above Vehicle I Am Liable For Any Relevant Offences

Signature Of Licensed Operator	
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PART B (THIS PART MUST BE COMPLETED BY THE VEHICLE OWNER/PROPRIETOR)

This Is To Certify That

Name Of Vehicle Proprietor	
Address Of Vehicle Proprietor	

Is The Proprietor Of The Said Vehicle And Confirm That It Will Be Operated By

Business Name Of Licensed Operator	
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I Understand That If I Fail To Notify The Local Authority Of Any Transfer Of Operator I Shall Be Liable To Prosecution.

Signature Of Owner/Proprietor		Date	
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EXPLANATORY NOTES ON THE REHABILITATION OF OFFENDERS ACT 1974

This Act Provides That After A Certain Lapse Of Time Convictions For Criminal Offences Are To Be Regarded As "Spent".

An Applicant For A Licence Need Not Disclose Spent Convictions And The Council May Not Take Them Into Account When Deciding Upon An Applicant.

Sentences Of Imprisonment Exceeding 30 Months Duration Can Never Be Treated As Spent And Must Be Disclosed However Long Ago They Were Imposed. Certain Of The Periods Of Time, Which Must Elapse In Other Cases Before The Conviction Becomes Spent, Are Set Out Below:

Sentence	Rehabilitation Period
A Sentence Of Prison Or Youth Custody Of More Than 6 Months And Not Exceeding 30 Months	10 Years (5 Years If Aged Under 17 At The Time Of Conviction)
A Sentence Of Prison Or Youth Custody Of 6 Months Or Less	7 Years (42 Months If Aged Under 17 At The Time Of Conviction)
A Fine	5 Years (30 Months If Aged Under 17 At The Time Of Conviction)
Community Service Order	5 Years (30 Months If Aged Under 17 At The Time Of Conviction)
Borstal	7 Years
Detention Centre	3 Years
Absolute Discharge	6 Months
Probation Order	1 Year Or Until The Order Expires (Whichever Is Longer)
Care Order	1 Year Or Until The Order Expires (Whichever Is Longer)
Supervision Order	1 Year Or Until The Order Expires (Whichever Is Longer)
Conditional Discharge, Bound Over Probation	1 Year Or Period Of Discharge, Probation Bound Over, Or Probation (Whichever Is Longer)
Bound Over	1 Year Or Until The Order Expires (Whichever Is Longer)
Cashiering, Discharge With Ignominy	10 Years Or Dismissal With Disgrace From H M Service
Disqualification, Disability Or Prohibition	Period Of Disqualification, Disability Or Prohibition Unless A Longer Period As Set Out Above
Order For Custody In A Remand Home Or An Approved School	Until The End Of 1 Year After The Order Expires
Attendance Centre Order	Until The End Of 1 Year After The Order Expires
Hospital Order (With Or Without A Restriction Order)	5 Years Or Until The End Of 2 Years After The Order Expires (Whichever Is Longer)
Supervision Requirements Made By Children's Hearings In Scotland	Similar To Care Supervision Orders (See Above)

The Periods Of Time Which Must Elapse In Other Cases Before The Conviction Becomes Spent Vary Considerably According To The Nature Of The Offence And Extended By The Commission Of A Further Offence During The Rehabilitation Period.

Further Guidance On This May Be Obtained From The Home Office Publication "A Guide To The Rehabilitation Of Offenders Act, 1974" Purchasable From Her Majesty's Stationery Office Or From A Solicitor.

Note: If You Have Been Convicted Of A Further Offence During A Rehabilitation Period For A Previous Conviction Then That Conviction May Not Be Spent. It Is Recommended That You Seek Legal Advice If You Are Uncertain As To Which Convictions You Should Declare.

LICENCE FEES

Please Refer To Our Current Fee List Which Is Available On Our Website At:

<https://www.stockton.gov.uk/community-safety/licensing/private-hire-and-hackney-carriage-vehicle-licences/>

If Applying For A Replacement Vehicle You Will Be Required To Pay The Fee For The Grant Of A Licence. You Will Receive A Partial Refund On Your Existing Licence When Your Existing Plates Are Returned To Our Office.

FOR INFORMATION

Charges For Vehicle Tests At Cowpen Depot Are:

Vehicle Test	£50.00
Vehicle Test With MOT Certificate	£55.00
Failure To Attend (Less Than 48 Hours Notice)	£50.00
Retest	£25.00
Retest (Including Emissions)	£35.00
Retest (Emissions Only)	£10.00
Meter Calibration	£10.00

These Charges Are Paid Directly To Cowpen Depot At The Time Of Your Test.

APPLICANTS CHECKLIST HAVE YOU INCLUDED THE FOLLOWING?

	Please Tick
Vehicle Application Form	
Proprietorship Requisition Form	
Private Hire Certification Form (Private Hire Vehicle Only)	
MOT Certificate	
Insurance Certificate	
DVLA Vehicle Registration Document (V5) (Showing Applicants Correct Name & Address)	
Certificate Of Compliance An Application For A Vehicle Licence Will Only Be Accepted With A Certificate Of Compliance Dated No More Than 28 Days Prior To The Date Of Submission	
Existing Plates Returned With Application (Replacement Vehicle Application Only)	
Licence Fee	