



FENLAND DISTRICT COUNCIL

PART II OF THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT, 1976

APPLICATION TO LICENCE A NEW VEHICLE

To be completed by the applicant in his/her own handwriting, printed in capital letters in black ink

I HEREBY make application to Fenland District Council as the Licensing Authority, to Licence a vehicle for: **Hackney Carriage** **Private Hire**

Please indicate clearly above the type of vehicle licence you wish to apply for.

Please complete the form accurately ensuring you answer all sections as required, missing or incorrect information will cause delays in processing your application.

Please note: When you have all of your documents completed and are ready to apply for a new vehicle, you must first of all contact our customer service team to book an appointment; this can be done by telephone or email:

- **Email - customerservices@fenland.gov.uk**
- **Telephone - 01354 654321 – Contact Centre, 01354 602858 – Wisbech Reception**

Once you have your appointment date, time and location confirmed to apply for a new vehicle, please take **all** of the below documents to **the Customer Service Centre**

APPLICANT'S DETAILS	
Title (Mr/Mrs/Miss/other)	
Full Name	
Home Address	
Postcode	
Home Telephone Number	
Mobile Telephone Number	
Email Address	
National Insurance Number	
Date of Birth	

I HEREBY REQUEST Fenland District Council, as the Licensing Authority, to grant a licence for the vehicle mentioned below to be operated within the Fenland District.

VEHICLE DETAILS			
Make		Registration Number	
Model		Year of Manufacture	
Body Style (i.e. Estate, Saloon, Hatchback)		Engine Capacity (cc)	
Number of Seats (excluding the driver)		Colour	
Is the vehicle wheelchair accessible?	YES / NO		
Is this the first time you have registered this vehicle for a licence?	YES / NO		
Is this <u>replacing</u> a vehicle already licensed? If yes, please provide Plate Number	Plate Number -		
Name and address of insurance company with whom applicant has a policy for comprehensive cover for public hire.			
Amount of insurance cover for passengers	£		
Name and address of company the vehicle will be operating under.	Name of all licensed drivers who will operate this vehicle. (if more than one driver is to be allocated for this vehicle, please list separately and include with the application form).		
Company Tel. No.	Badge Number/s		

Declaration

- I have checked the details given in this application;
- To the best of my knowledge and belief the answers are correct;
- I understand that if the application is incomplete or incorrect this will delay the application process;
- I have read and fully understand the Fenland District Councils Taxi Licensing Policy;
- I have read and fully understand the Fenland District Council's Licensing Conditions;
- I have read and fully understand the Hackney Carriage and Private Hire regulations and I undertake to observe and perform the requirements at all times;
- By signing this declaration I agree to Fenland District Council accessing the MOT Status and details for the vehicle mentioned on this application online;
- I do hereby state that I am the owner of the vehicle mentioned on this application and that I am solely concerned in the keeping, employing, or letting to hire of such a vehicle for:
Hackney Carriage **Private Hire** **(please indicate)**, and that my Forename(s), Surname and address are truly stated on this application;
- I understand that I may be liable to prosecution if I have knowingly or recklessly made a false statement or omitted any material particular from this application.

Signature..... Date.....

CHECKLIST FOR OFFICIAL USE ONLY

To be completed by the Customer Service Advisor

CSA Name (Printed):

Please record the receipt details below

Application Fee <i>Please refer to relevant fee as listed on page 1</i>	£	Receipt No:	Date:
Vehicle Inspection Fee	£62.00	Receipt No:	Date:
Bracket Fee	£46.00	Receipt No:	Date:
Scan the documents in order listed below	✓		
1) Application Form			
2) Insurance Certificate / Cover Note			
3) V5 Document, New Keepers Slip			
4) Meter Certificate (Hackney Carriage Only)			
5) Receipt/s			
CSA Signature, I have scanned documents and returned the originals to the applicant:		Date:	

General Data Protection

Fenland District Council is required to collect your personal data in order to administer its functions and comply with its statutory duties. We shall only collect the necessary amount of information in order to administer these functions and your data will only be retained for as long

necessary. Your data will only be shared to comply with our obligations such as the National Fraud Initiative or with your consent. Your data may also be shared with other departments across the Council if deemed necessary. For further information on your data protection rights please see our Licencing Privacy Notice and Corporate Privacy Statement which can be found on the [Fenland District Council's](#) website.

Guidance Notes

Documents Required

- Completed Application Form
- Insurance Certificate / Cover Note / Fleet Cover Certificate
- V5 Document / New Keeper Slip / Bill of Sale
- Meter Calibration Certificate (Hackney Carriage only)

Please Note – Documents must be originals or certified copies

Fenland @ Your Service will copy the documents and hand back the originals to you.

Fees Required

You will be required to pay the relevant application fee, the vehicle plate and bracket fee and the vehicle inspection fee at the time you submit your application at the shop.

MOT Certificates

We no longer need you to provide us with the MOT Certificate for the vehicle, we now view the vehicles MOT status and details online, however we still require the MOT Certificate to be dated less than one month old at the time the vehicle is presented for its Vehicle Inspection Test.

Vehicle Inspection Test

During your appointment with the advisor they will arrange to have your vehicle inspected by our Fenland District Council Garage. This must be at least 2 working days after you have submitted your application.

The inspection will take place at our Melbourne Avenue Depot.

When you bring your vehicle to the test, please ensure:

- It has appropriate roof signage on
- Fitted wheel covers are removed. We need to check the wheels and number of wheel nuts

You must give at least 48 hours' notice if you cannot attend your appointment. If you don't, you'll need to pay a £40.00 cancellation fee.

Issuing of the licence

Once your vehicle has passed its vehicle inspection test, the officer will produce your vehicle plate. You must ensure that your old plate is returned before the new one will be issued.