



Application for Vehicle Licence – New & Renewal

Town Police Clauses Act 1847

Local Government (Miscellaneous Provisions) Act 1976

Rother District Council Byelaws and Licence Conditions

Ref: Plate No: Expiry Date:

(Renewals only)

INFORMATION NOTES – Please complete in BLOCK CAPITALS and use black ink

Please read the Rother Hackney Carriage and Private Hire Handbook before completing the application form, in particular the 'vehicle' section. Please note that if you give misleading or untruthful information on this form it is a criminal offence under section 57(3) of the Local Government (Miscellaneous Provisions) Act 1976.

All sections of this application must be completed; failure to do so may result in the application being rejected.

IMPORTANT - Applicants are reminded that it is an offence to undertake hackney carriage or private hire work without the benefit of the required licences. The payment of a licence fee and submission of an application form confers no rights in this respect.

1. Applicant's Details (This must be the owner of the vehicle)

- 1) Rother District Council Driver Number (if applicable)
- 2) Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other.....
- 3) First Name
- 4) Family Name.....
- 5) Home Address
-
- Postcode

2. Contact Details

- 1) Home 2) Work 3) Mobile
- 4) Email

3. Vehicle Details

NOTE: Please ensure that your vehicle meets the criteria specified by the Council and that you have checked with the Licensing Officer that it is acceptable for hackney carriage/private hire use.

- 1) Registration Number..... 2) Saloon / Hatchback / Estate
- 3) Make..... 4) Model..... 5) No of passenger seats
- 6) Age..... 7) Colour..... 8) Date of First Registration
- 9) Wheelchair Accessible **YES / NO** 10) Liquid Petroleum Gas Conversion **YES / NO**
- 9) Is the vehicle licensed with another Local Authority or the Public Carriage Office? **YES / NO**

(NOTE: A vehicle licensed with another Local Authority or the Public Carriage Office will not normally be licensed by Rother District Council.)

4. Application Type: HACKNEY CARRIAGE☐

(Please complete section 5)

PRIVATE HIRE VEHICLE☐

(Please complete section 6)

5. Hackney Carriage

1) Do you intend to use the vehicle, if licensed as a hackney carriage, to ply for hire predominantly, or entirely within the Rother District? **YES / NO**

If the answer is **NO**, please provide further information

.....

2) How do you intend to work?

☐ I will be trading independently as (Provide Trading Name)

☐ I will be working for (Provide Company Name)

3) Is the vehicle intended to be used for the purposes of fulfilling pre-booked hiring with a Private Hire Company?
YES / NO

If the answer is **YES**, provide the company's name.....

4) Please provide any further information that may be relevant to your application.....

.....

6. Private Hire

1) Private Hire Operator you will be working for

2) Do you require an exemption certificate? **YES / NO**

3) If the answer is **YES**, please provide the reasons why together with supporting evidence.....

.....

7. Ownership Requisition

I DECLARE that I am the owner of the vehicle in respect of which this application is being made and that the following person(s) are either part proprietor or are concerned in the keeping, hiring or driving of the vehicle

Name	Address	Nature of Association

8. The following documents are required:-

- ☐ Vehicle registration document in applicant's name (or proof of purchase)
- ☐ Certificate of Insurance
- ☐ VCT Certificate no older than 4 weeks old (Exemption: brand new vehicles with delivery mileage)
- ☐ Licence Fee (on-line or cheque)
- ☐ Calibration certificate (Hackney Carriage applications only)

- ☐ Lift/Ramp Certificate. (Wheelchair accessible vehicles only)
- ☐ Liquid Petroleum Gas conversion certificate (if applicable)

9. Payment

Hackney Carriage Vehicle Licence	£240
Private Hire Vehicle Licence	£225

Please note that payment can only be accepted by cheque or on-line payment, we cannot accept cash. To pay on-line visit <http://www.rother.gov.uk/MakeATaxiPayment> (if you do not have your own facilities, please use the computers in Reception at the Town Hall).

Note: fees for ALL licences are payable at the time of making an application. An application made without payment of the correct fee is not valid, and will not be processed. Applications which are withdrawn during the application process, or are ultimately refused, will have the fee refunded, but an administrative fee to cover the Council's costs will be charged.

Declaration

Data Protection:

Rother District Council is committed to ensuring that your privacy is protected and will only use and store your personal data in line with the General Data Protection Regulation 2016 and the Data Protection Act 2018. The data collected from this form will be used for the purposes of processing and administering your application. We may share your personal data with other Council departments in order to provide the service you have requested and to ensure that the information we hold about you is accurate and up to date. For further information and your rights on how the Council uses your personal information, please view our full Privacy Policy, including our Licencing Privacy Notice, available on our website using the following link:
<http://www.rother.gov.uk/privacypolicy>

Audit Commission Act 1998:

The Council 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 share this information with other departments within the Council or external organisations responsible for auditing and administering public funds for these purposes.

Public Register of licences

We keep a public register of all dual driver, hackney & private hire vehicle, and private hire operator licences issued and held within the Rother district. In addition, we keep a register of licensed wheelchair accessible vehicles.
<https://www.rother.gov.uk/licences-and-permits/taxi-and-private-hire-licensing/hackney-carriage-and-private-hire-public-registers/>

For further information, see: www.rother.gov.uk or contact the Licensing Officer on 01424 787550

I understand that the information that I have given in this form and in any other form completed in respect of my application will be taken into account by the Council when determining the application. I declare that all such information is true and complete to the best of my knowledge and belief and acknowledge that I shall be liable to prosecution if I have made a false statement or omitted any relevant fact.

I confirm that I have read and understood the conditions booklet supplied to me by the Council relating to this application. I understand I must comply with the conditions that will be attached to the licence if it is granted.

Signature Date

How to Contact us:

T: 01424 787550 E: licensing@rother.gov.uk W: www.rother.gov.uk

Address: Licensing Team, Rother District Council, Town Hall, Bexhill-on-Sea, TN39 3JX

Additional guidance:

Health & Safety: Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) all lifting equipment on a licensed vehicle needs to have a thorough examination carried out every 6 months by a competent person, who must complete a written report. A copy of the latest report needs to be submitted with your application.

LPG conversions may be accepted provided that luggage capacity is not impeded. We will require LPG Conversion Certificate (+ UKLPG Approved Autogas Installer certification) and warning sticker positioned visible from outside. The LPG system & tank needs to be serviced every 12,000 miles or 12 months, by a UKLPGA Approved Installer, records/certification/evidence to be provided to the Council upon request. <http://www.drivelpg.co.uk/>

VEHICLE COMPLIANCE TESTING

VCT

All licensed vehicles require a **VCT** every six months.

We strongly recommend that all vehicles have a yearly MOT as well as the VCT



VCT's are available from:

JUST MOT's 2 Knightsbridge Court Middlesex Road Bexhill-on-Sea East Sussex TN40 1LX 01424 218080		JUST MOT's Unit 10 North Ridge Park Haywood Way Ivyhouse Lane, Northridge Hastings East Sussex TN35 4PL 01424-461309		Gibbs Reed Garage Gibbs Reed Farm Pashley Road Ticehurst Wadhurst East Sussex TN5 7HE 01580 201691		
Foster Motors Station Garage Station Yard Battle East Sussex TN33 0DE 01424-774612		Saab Tech Unit 2 Bridge Way St Leonards-on-Sea East Sussex TN38 8AP 01424 439391		BJL Motor Services Unit 3C Beeching Road Bexhill-on-Sea East Sussex TN39 3LG 01424 733337		
Smith & Humphrey Ltd 75 Ninfield Road Sidley East Sussex TN39 5BB 01424 210746		Haven Garage Wallsend Road Pevensey Bay Pevensey East Sussex BN24 6AA 01323 767175		Scants Motor Services Ltd Unit 5 Burnside Mews London Road Bexhill on Sea East Sussex TN39 3LE 01424 212171		
Car Craft 143 South Undercliff High Street Rye East Sussex TN31 7HW 01797 222525		Tyres Direct Unit 9 Chaucer Industrial Estate Dittons Road Polegate East Sussex BN26 6JF 01323 489123		Angels MOT & Service Centre 8 Brett Drive Bexhill on Sea East Sussex TN40 2JP 01424 212684		Skinnners of Rye Rye Harbour Road Rye East Sussex TN31 7TE 01797 223334

NOTE: After the VCT, the garage will give you two copies of the certificate. You must keep your yellow copies in a safe place and send the original white copies (both parts) direct to this office either as part of your application/renewal, or as soon as possible after the intervening 6 monthly check.