

**APPLICATION FOR A
PRIVATE HIRE VEHICLE LICENCE
(STRETCH LIMOUSINE)**

<u>Allocated Plate No.</u>
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Grant **Renewal**

SECTION 1: About You

SURNAME: TITLE: (Mr/Mrs/Miss/Ms).....

FORENAME(S):

HOME ADDRESS:

 POST CODE:

TEL NUMBER (home): TEL NUMBER (mobile):

E-mail: FAX:

DATE OF BIRTH:

TRADING NAME:

SECTION 2: About your vehicle

MAKE: MODEL:

REGISTRATION NO: COLOUR:

ENGINE SIZE (cc): FUEL:

NUMBER OF PASSENGER SEATS (No more than 8): DATE OF ORIGINAL REGISTRATION:

SECTION 3: About the registered owner of the vehicle

ARE YOU THE DVLA REGISTERED OWNER OF THE ABOVE VEHICLE?

YES

NO

IF THE ANSWER IS NO PLEASE COMPLETE THE DETAILS BELOW:

FULL NAME OF OWNER:

HOME ADDRESS OF OWNER:

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	POST CODE:

TEL NUMBER (home):

TEL NUMBER (mobile):

E-mail:

FAX:

SECTION 4: About the Private Hire Operators Licence

NAME OF COMPANY UNDER WHICH THIS VEHICLE WILL OPERATE:

THEIR PRIVATE HIRE OPERATOR'S LICENCE NUMBER:

SECTION 5: Other information

IF THE VEHICLE IS ALREADY LICENSED AS A PRIVATE HIRE VEHICLE GIVE DETAILS OF COUNCIL AND PLATE NUMBER:

IF THE VEHICLE HAS BEEN ADAPTED IN ANY WAY SINCE ITS MANUFACTURE PLEASE GIVE DETAILS:

SECTION 6: Acceptance

I confirm that I have read the conditions relating to Private Hire Vehicle Licences (Stretch Limousines) and I agree that I will comply with their contents. I understand that any failure on my part may, not only, result in the revocation of my licence but also be subject of legal proceedings.

I declare that the answers given in this application are correct.

Data Protection Acts 1984 and 1998

The Council has a statutory obligation to participate in the National Fraud Initiative which is run every two years by the Audit Commission.

With regard to the Data Protection Acts 1984 and 1998, the Council has a duty to protect the public funds it administers, and to this end may use the information that you provided in respect of your licensing application and the data held within the authority for the prevention and detection of fraud. Where required, it may also share this information with other bodies administering public funds and other organisations solely for these purposes.

Signed.....

Dated

FOR OFFICE USE ONLY		
Licence No.	Issue Date	Expiry Date.....
Receipt No.....		
Inspection dates:	4 month inspection	
	8 month inspection date.....	

Please tick to show that you have enclosed the items which are required to support your application:

- DVLA registration document
- 12-month insurance certificate (shorter periods will not be accepted)
- Current MOT certificate
- Payment of fee

Application Notes and Information

1. Fill in all parts of this form.
2. Contact the licensing department to make an appointment for a licensing officer to check your application form and your vehicle. Due to the complex nature of the application process it will not be possible to see callers on an ad hoc basis. You will be turned away without an appointment. The council's address is:

North West Leicestershire District Council
Council Offices
Whitwick Road
Coalville
Leicestershire
LE67 3JF
3. A Licensing Officer will inspect the vehicle and may take photographs of the exterior and interior. The Licensing Officer will then make a decision whether the vehicle is suitable to be licensed. Please see the Council's Stretch Limousine conditions to ensure that your vehicle is licensable.
4. The fee includes three depot inspections and two vehicle plates (one display to the front of the vehicle and the other to the rear). Please make cheques payable to North West Leicestershire District Council.
5. Arrangements will be made for your vehicle to be tested at the Council Depot, Linden Way, off Ashby Road, Coalville.
6. You will be told when your licence is ready and you must personally collect this, together with vehicle plates, windscreen disc etc as appropriate from the Council Offices and sign a receipt for these. In the event of a plate being lost or damaged, a duplicate plate can be issued at an additional charge will be made.
7. You should not use the vehicle for private hire purposes until you have been given the licence and vehicle identification plate(s).
8. Licences are issued for a maximum of 12 months and must then be renewed. Your renewal application should be made in good time.
9. Once the vehicle has been licensed you will be given the dates for the vehicle's 4 and 8 monthly depot inspections.
10. If you wish to supply your customers with alcohol you must comply with the provisions of the Licensing Act 2003.
11. If you have any problems with this application, ask us to help.