**PRIVATE HIRE VEHICLE LICENCE – APPLICATION PROCEDURE AND FORM**

To apply to licence your vehicle please follow the instructions below.

Option 1 (preferable)

1. Please attach to an email scans or clear, good quality photographs of the following documents to [licensing@nfdc.gov.uk](mailto:licensing@nfdc.gov.uk)

• A fully completed application form

• Certificate of Vehicle Registration (V5) or proof of vehicle ownership

• Current MOT covering the date the licence will be issued (private hire vehicles of three yearsold or more)

• Insurance Certificate covering the date the licence will be issued (stating suitable for private hire use)\*

• if you are not a licensed private hire operator, we will also need a letter of contractual agreement from your operator.

\*for new licences, if you have not yet arranged private hire insurance, then this can be provided once you have passed your garage test.

2. Please provide a contact phone number in your email so an officer can phone you to take a card payment for the fee of £167.00 plus £60.00 test fee. If your vehicle is aged eight years or older the test fee will be £120.00, to take into account an additional test required six months after the licence is granted. **Please allow up to 3 working days for us to make contact.**

3. Our bookings team will then contact you to book a garage test.

4. Once all documentation, fees, and a successful garage test are received we will aim to issue your licence within 3 working days, depending on plate printing availability.

Option 2

1. Please present the following original documents to reception at Appletree Court, Beaulieu Road, Lyndhurst, SO43 7PA. Please check opening times before visiting ([www.newforest.gov.uk/article/1163/Information-Offices](http://www.newforest.gov.uk/article/1163/Information-Offices) ).

• A fully completed application form

• Certificate of Vehicle Registration (V5) or proof of vehicle ownership

• Current MOT covering the date the licence will be issued (private hire vehicles of three yearsold or more)

• Insurance Certificate covering the date the licence will be issued (stating suitable for private hire use)

• if you are not a licensed private hire operator, we will also need a letter of contractual agreement from your operator.

2. Make payment for the fee of £167.00 plus £60.00 test fee. If your vehicle is aged eight years or older the test fee will be £120.00, to take into account an additional test required six months after the licence is granted. Please only use cash when you have no alternative.

3. Call us to book a garage test on 023 8028 5505 – option 3, please have your vehicle details and receipt number to hand.

4. Once all documentation, fees, and a successful garage test are received we will aim to issue your licence within 3 working days, depending on plate printing availability.

|  |  |
| --- | --- |
|  | **LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976** APPLICATION FOR PRIVATE HIRE VEHICLE LICENCE |

Please email this form and scanned documents to: [Licensing@nfdc.gov.uk](mailto:Licensing@nfdc.gov.uk) , or

Present this form and documents to a local NFDC information office , or

Post this form and copies of your documents to Licensing Services, New Forest District Council, Appletree Court, Beaulieu Road, Lyndhurst, SO43 7PA.

## PLEASE TYPE ONTO THIS FORM OR PRINT AND CLEARLY COMPLETE USING A BLACK PEN

|  |  |
| --- | --- |
| **Type of application** | |
| **NEW** |  |
| **RENEWAL** |  |

**1. APPLICANT DETAILS**

|  |  |
| --- | --- |
| **APPLICANT** | |
| Forename(s) |  |
| Surname |  |
| Address |  |
| Postcode |  |
| Contact phone number |  |
| Email address |  |
| NFDC Driver licence number |  |
| **ANY OTHER INTERESTED PARTY** | |
| Interest in vehicle. i.e. Driver/Owner/Insurance Company |  |
| Full name |  |
| Address |  |
| Postcode |  |
| Contact phone number |  |
| Email address |  |
| **OPERATOR DETAILS (MUST BE PROVIDED)** | |
| Name of Private Hire Operator (PHO)  (do not submit an application until you have registered with a PHO) |  |
| Contact telephone number |  |
| NFDC Operator Licence number |  |

**Page 1 of 3**

**2. VEHICLE DETAILS**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Make | Model | | Class of vehicle e.g. saloon, WAV | C.C. | Colour | Registration No. | | Date first registered  (as shown on V5) |
|  |  | |  |  |  |  | |  |
| Type of propulsion (please tick) | Petrol | | Diesel | Hybrid | Electric | | Other (please state) | |
| Number of passengers | |  | | Wheelchair Capacity | | | YES / NO  (delete as applicable) | |
| State number of wheelchairs | | |  | |
| ***Please note; if you are driving a wheelchair accessible vehicle, council policy requires that you hold a Wheelchair Handling Certificate.*** | | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is this vehicle replacing a currently licensed NFDC vehicle?  If so please provide the Licence number or registration of the vehicle it is replacing | | | | PHV-  HCV-  Registration- |
| If there is a meter installed in the vehicle-please provide details | Meter make  Meter model  Meter serial number | |  | |
| Name **all** drivers who will drive this vehicle and their driver licence numbers |  | | | |
| ***Please note that ONLY drivers licensed by NFDC are permitted to drive this vehicle*** | | | | |
| Address where vehicle will normally be kept | |  | | |

**3. PREVIOUSLY DAMAGED VEHICLES**

|  |
| --- |
| For reasons of public safety, we will not licence or renew a licence for a vehicle that has been written off by an insurance company, regardless of the category of write-off. |

**4. CHECKLIST**

|  |  |
| --- | --- |
| **Please ensure you have provided all the documentation below** | **Tick when provided** |
| Fee or contact phone number for the officer to obtain a card payment |  |
| Insurance certificate-must be valid for the start of the licence period |  |
| Vehicle registration document (V5) or proof of ownership in respect of this vehicle |  |
| MOT certificate where the vehicle is THREE years old or older |  |
| If the vehicle is rented or leased please provide the agreement with the owner |  |
| **Please note that we will contact your operator to confirm that they will be providing you with work in this vehicle -** do not submit an application until you have registered with an operator. |  |

**Page 2 of 3**

**5. DECLARATION**

The Information you have provided will be kept securely on NFDC’s licensing system.

We may share your information internally for verification and regulatory purposes.

To view our full privacy policy please visit [www.newforest.gov.uk/privacy](http://www.newforest.gov.uk/privacy)

I apply for a licence subject to **all conditions** as may be contained in such licence and also to provisions of the Local Government (Miscellaneous Provisions) Act 1976 in force, relating to Private Hire Vehicles, all of which conditions and Act I hereby undertake to observe and perform. I accept that if I infringe or neglect to comply with any of the conditions or provisions of said Act subject to which the Licence is held, the same shall be liable to be revoked or not renewed by the Council. I hereby declare that the statements I make on this form are true. I confirm that the vehicle presented meets with the requirements of Council policy as detailed at <https://www.newforest.gov.uk/article/1285/Taxi-vehicle-licences#h212> .

**I can also confirm that the vehicle has not been written off by an insurance company, regardless of the category of write-off, as per section 3.**

Signed:

Print Name:

Date:

**Page 3 of 3**