

Application No. \_\_\_\_\_

Reg. Doc. (Copy taken)

Yes/No

Vehicle Test Exp. \_\_\_\_\_

Ins. Exp. \_\_\_\_\_

MOT Exp. \_\_\_\_\_

Receipt No. \_\_\_\_\_



**WOKINGHAM**  
BOROUGH COUNCIL

## APPLICATION FOR VEHICLE LICENCE

### HACKNEY CARRIAGE / PRIVATE HIRE / PRIVATE HIRE SCHOOL AND COMMUNITY SERVICES

(Delete which are not required)

**PLEASE NOTE – IT IS AN OFFENCE TO CARRY OUT PRIVATE HIRE OR HACKNEY CARRIAGE WORK WITHOUT A VALID LICENCE**

Delete which are not applicable:

If renewal, please give current licence number:

**NEW APPLICATION**  
**RENEWAL**  
**TEMPORARY VEHICLE**  
**CHANGE OF NAME / ADDRESS**

1.	NAME OF APPLICANT         CONTACT DETAILS	MR/MRS/MISS/MS (Delete as necessary)  FIRST NAMES: _____  SURNAME: _____  HOME: _____ MOBILE _____  EMAIL ADDRESS _____
2.	HOME ADDRESS	HOME ADDRESS: _____ _____ _____
3.	IS THE VEHICLE KEPT AT THIS ADDRESS WHEN NOT WORKING?	YES / NO  IF NO – ADDRESS WHERE IT IS KEPT: _____ _____

<p>DETAILS OF VEHICLE</p>	<p>REGISTRATION NUMBER: _____</p> <p>MAKE: _____</p> <p>MODEL: _____ COLOUR: _____</p> <p>YEAR OF REGISTRATION: _____ ENGINE CC: _____</p> <p>FUEL TYPE: _____ DISABLED ACCESS: YES / NO</p> <p>DATE YOU PURCHASED THE VEHICLE: _____</p> <p>CAN YOU PROVE OWNERSHIP: YES / NO</p>
<p>5.</p> <p>IS THE VEHICLE CURRENTLY LICENSED WITH ANY OTHER AUTHORITY?</p>	<p>YES / NO</p> <p>If YES – Which Authority: _____</p>
<p>6.</p> <p>ARE YOU THE SOLE USER OF THE VEHICLE?</p>	<p>YES / NO</p>
<p>7.</p> <p>FULL NAMES OF ANY OTHER USERS OF THE VEHICLE (If applicable)</p>	<p>USER 1 _____</p> <p>USER 2 _____</p>
<p>8.</p> <p>ADDRESS FROM WHICH THE VEHICLE WILL OPERATE?</p>	<p>Delete one: HOME ADDRESS / OTHER ADDRESS</p> <p>Other Address: _____</p> <p>_____</p>
<p>9.</p> <p>IS THERE A TAXIMETER FITTED INTO THE VEHICLE?</p>	<p>YES / NO</p> <p>If YES – Make / Model: _____</p>
<p>10.</p> <p>COMPANY NAME OF OPERATOR FOR WHOM YOU WILL BE WORKING. (If self-employed, state self-employed).</p>	<p>_____</p>

THIS APPLICATION WILL NOT BE CONSIDERED UNLESS IT IS ACCOMPANIED BY THE

CHECKED

**FOLLOWING ITEMS:**

(Initial)

- (a) VEHICLE V5 REGISTRATION DOCUMENT or PROOF OF OWNERSHIP (V5 TO FOLLOW).
- (b) CURRENT CERTIFICATE OF INSURANCE / COVER NOTE – MUST BE VALID FOR HIRE AND REWARD INSURANCE.
- (c) HACKNEY TEST PASS CERTIFICATE.
- (d) MOT PASS CERTIFICATE
- (e) DISPENSATION RECORDS PROVING THREE MONTHS OF ACCOUNT WORK (PRIVATE HIRE DISPENSATION VEHICLES ONLY)
- (f) LICENCE FEE AS PER CURRENT SCALE OF CHARGES.

**DECLARATION:**

I certify that the statements made in this application are true to the best of my knowledge and belief.

I undertake to comply with the Acts and Bylaws relating to this licence.

I FURTHER AGREE that if I, or my servants, infringe or neglect to comply with any of the conditions subject to which the licence is issued or held, the licence shall be liable to be revoked by the Council.

This authority 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 also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see the Fair Processing Statement notice on the authority's website <http://www.wokingham.gov.uk/council/transparency/processing/fair-processing-statement/> or contact Victoria Jackson on 0118 9746628 or [Victoria.jackson@wokingham.gov.uk](mailto:Victoria.jackson@wokingham.gov.uk)

To comply with the Immigration Act 2016, the Council is required to check eligibility to live and work in the UK for all applicants for driver and operator licences. Applicants will be required to provide evidence of this on request. Examples of acceptable documentation include a British passport, EC passport with the right to stay and work in the UK, permanent residence permit, work permit with a passport with correct authorisations, a

UK birth certificate together with an official document giving the NI number such as a P45 or P60, or a biometric immigration document indicating a right to stay indefinitely in the UK or a right to do the work in question.

For applicants with a limited time to remain in the UK, the licence will only be granted for the period of permission to remain and may only be granted for a shorter period. The licence may be extended should the applicant's right to remain in the UK be made permanent.

If an applicant has extended leave to remain (pending a decision) the licence cannot be granted for more than six months, and again may only be granted for a shorter period. The licence may be extended should the applicant's right to remain in the UK be made permanent.

If a licence holder loses the right to remain in the UK during the currency of a licence, the licence ceases to have effect and the licence (and badge for drivers) must be returned within 7 days.

Signature of Applicant \_\_\_\_\_

Dated \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**SEND COMPLETED FORM TO:**

Email: [licensing@wokingham.gov.uk](mailto:licensing@wokingham.gov.uk)

Licensing, Wokingham Borough Council, Civic Offices, Shute End, Wokingham RG40 1BN

Phone 0118 974 6000

## **FEES**

For fees and payment methods please see the licensing page on the council's website  
[www.wokingham.gov.uk](http://www.wokingham.gov.uk)