

Cheshire West & Chester Borough Council

Application form to licence a **Hackney Carriage Vehicle**

Ellesmere Port 4 Civic Way, Ellesmere Port CH65 0BE Tel 0300 123 7737	Winsford The Drummer Winsford CW7 1AH Tel 0300 123 7737	FOR OFFICE USE Date Received..... Fee Paid £..... Receipt No..... Licensed From..... Licence No.....
---	---	--

1. **Before** entering into any financial commitment, and **before** submitting this application form to the Council for the renewal of a hackney carriage vehicle (HCV) licence, or licensing a vehicle for the first time, it is extremely important that you read the Councils "Age Policy" contained within the "Statement of licensing policy for Hackney carriages, private hire vehicles, drivers, and private hire vehicle operators" which can be found by visiting the council website.
2. Please arrange a vehicle test with one of the testing stations listed at the end of this form. You will be required to produce your pass certificate.
3. Contact your local Licensing Team using the details provided above to arrange an appointment to submit your completed application. **Please note that forms will only be accepted by prior appointment.**
4. Please see and ensure you read and understand the Licensing Privacy Policy <https://www.cheshirewestandchester.gov.uk/system-pages/privacy-notice/environmental-health-licensing-and-trading-standards-privacy-notice.aspx>

Please bring the following to your appointment:

Applicants: Please bring the following to your appointment, failure to do so may result in your application being rejected:	OFFICE USE ONLY (please tick when seen)
Completed Cheshire West and Chester council application form	
Valid original insurance certificate or cover note. This must be in the name of the applicant and must state that cover is provided for public hire or similar wording. The policy must not cover any named drivers who do not hold a licence with Cheshire West and Chester council.	
Valid pass certificate from a council approved testing station	
Valid MOT Certificate	
Proof of ownership of the vehicle (v5 log book or bill of sale)	
Valid LPG conversion certificate (if applicable)	
Valid tail lift certificate (if applicable)	
Cheque/card for fee. We cannot accept cash	

Please contact your local Licensing Team if you need any assistance

Application to licence a Hackney Carriage vehicle

What kind of application do you wish to make (please tick the appropriate boxes)					
New Licence	<input type="checkbox"/>	Licence Renewal	<input type="checkbox"/>	Licence Transfer (additional transfer form required)	<input type="checkbox"/>
Current licence number (where applicable)					
For which zone is this vehicle to be licensed?					
Chester	<input type="checkbox"/>	Ellesmere Port and Neston	<input type="checkbox"/>	Vale Royal	<input type="checkbox"/>
Current licence number (where applicable)					

Intended Use

Cheshire West and Chester Council have adopted an Intended Use policy; this means that Hackney Carriage Vehicles licensed by the Authority should be used predominantly for work within the district of Cheshire West and Chester. Please confirm your understanding of this by ticking the box below:

I understand that the vehicle being licensed should be used predominantly for work within the Cheshire West and Chester district. <i>(Please Tick)</i>	<input type="checkbox"/>
---	--------------------------

Part 1 – Applicant/Proprietor details

If a partnership please provide details of all partners (if applying as a limited company; go to Part 1 Section (C))

(A) First or only Applicant

Full name		
Home Address		
Date of birth		
Home telephone number		
Mobile telephone number		
Email address		
National insurance number		
Full driving licence number		
Do you currently hold or have you ever	Yes	No

held a Private Hire or Hackney Carriage vehicle licence with any other authority?		
(if yes, please provide details below)		
Have you ever had a Private Hire or Hackney Carriage vehicle licence revoked?	Yes	No
(if yes, please provide details below)		

(B) Second Applicant or part proprietor

Full name		
Home Address		
Date of birth		
Home telephone number		
Mobile telephone number		
Email address		
National insurance number		
Full driving licence number		
Do you currently hold or have you ever held a Private Hire or Hackney Carriage vehicle licence with any other authority?	Yes	No
(if yes, please provide details below)		
Have you ever had a Private Hire or Hackney Carriage vehicle licence revoked?	Yes	No
(if yes, please provide details below)		

(C) If applying as a Limited Company

Company Name	
Registered Business Address	
Registered Company Number	
Name(s) of Company Director(s)	
Name of Company Secretary	
Date of Company Registration	
Telephone Number	
E-mail Address	

Does the company currently hold or has it ever held a Private Hire or Hackney Carriage licence with any other authority?	Yes	No
(if yes, please provide details below)		
Has the company ever had a Private Hire or Hackney Carriage licence revoked?	Yes	No
(if yes, please provide details below)		

Other persons having an interest in the vehicle

Please list the full name and home address of every other person (if any) concerned with the keeping, employing or letting for hire of the vehicle to be licensed in the space below.		
Name	Home Address	Telephone Number

--	--	--

Part 2 – Vehicle details

Vehicle registration				
Date of first registration				
Vehicle Make				
Vehicle Model				
Vehicle colour				
Vehicle Identification Number (VIN)				
Number of passenger seats				
Current Mileage				
Engine Size (cc)				
Fuel Type				
Number of doors				
Vehicle weight				
Have any seats been removed?	Yes		No	
If yes, please provide details				
Is the vehicle wheelchair accessible?	Yes		No	
If yes, was the vehicle purpose built to be wheelchair accessible or has it been converted after construction?				
Is your vehicle fitted with a tail lift? (please note you will be required to produce the safety certificate upon application)	Yes		No	
Has your vehicle undergone a conversion to use Liquefied Petroleum Gas (LPG)? (please note you will be required to produce the conversion certificate upon application)	Yes		No	
Does the vehicle have European whole vehicle type (M1) approval?	Yes		No	

Make and model of taximeter (if applicable)	
--	--

Part 3 – Additional details

At which testing station was the vehicle examined?	
Name of vehicle tester	
Date of test	
<i>Please note that test certificates will only be valid for one month following the date of the test and cannot be accepted outside this time period.</i>	
MOT expiry date	
MOT certificate number	

Is this vehicle licensed with any other authority (including as a PSV)	Yes		No	
If yes, please provide details				
Under which private hire operator will this vehicle be working (where applicable)				

Insurance Company	
Name and address of insurance broker	
Insurance policy number	
Insurance policy expiry date	

Part 4a – Declaration (Individual/Partnership)

It is important to note, that by signing this document you are aware that information provided within this application form is subject to the requirements of the Data Protection Act. On occasion this information may be provided to other organisations on request. Some information will also appear on our Public Register as required by legislation; but it will not be supplied for marketing purposes.

Applicants are advised that if they knowingly or recklessly make a false statement or omit any material particularly in giving information in this application, they may be guilty of an offence under the provisions of Section 57 of the Local Government (Miscellaneous Provisions) Act 1976 punishable on conviction by a fine of up to £1,000.

I declare that:

- I reside at the address given
- I have received the Conditions / Byelaws that will apply to the Licence when granted and I also fully understand that upon grant of the licence, I must comply with the conditions / byelaws and that failing to do so may result in prosecution and / or my licence being suspended or revoked.
- I have read the particulars given in this application and that to the best of my knowledge and belief, these particulars are true.
- If a licence is granted I undertake to comply with the Legislation, Conditions, Byelaws and the Council's Statement of Licensing Policy (as amended) attached/relevant to the grant of a licence.
- I have enclosed the original LPG Certificate (where applicable)
- I have enclosed the current mechanical lift certificate (where applicable)

I confirm that I have a copy of, and understand the Cheshire West and Chester Borough Council Conditions for Hackney Carriage Vehicles.

Print Applicant's name	
Applicant's signature	
2 nd Applicant's name	
2 nd Applicant's signature	
Date of application	

Interested Parties

Print Name	Signature	Date

Part 4b- Declaration (Company)

It is important to note, that by signing this document you are aware that information provided within this application form is subject to the requirements of the Data Protection Act. On occasion this information may be provided to other organisations on request. Some information will also appear on our Public Register as required by legislation; but it will not be supplied for marketing purposes.

Applicants are advised that if they knowingly or recklessly make a false statement or omit any material particularly in giving information in this application, they may be guilty of an offence under the provisions of Section 57 of the Local Government (Miscellaneous Provisions) Act 1976 punishable on conviction by a fine of up to £1,000.

I declare that:

- I am authorised to sign this declaration on behalf of the applicant company
- The company has received the Conditions / Byelaws that will apply to the Licence when granted and fully understands that upon grant of the licence, it must comply with the conditions / byelaws and that failing to do so may result in prosecution and / the licence being suspended or revoked.
- I have read the particulars given in this application and that to the best of my knowledge and belief, these particulars are true
- If a licence is granted the company undertakes to comply with the Legislation, Conditions, Byelaws and the Council's Statement of Licensing Policy attached/relevant to the grant of a Licence. I understand that the Council's policy may be amended from time to time
- I have enclosed the original LPG Certificate (where applicable)
- I have enclosed the current mechanical lift certificate (where applicable)
- I understand that as this vehicle is Wheelchair Accessible it will be listed in the Council's Designated Wheelchair Accessible Vehicles list published via the Council website.

I confirm that I have a copy of, and understand the Cheshire West and Chester Borough Council Conditions for Hackney Carriage Vehicles.

Print name (Signatory on behalf of company)	
Signed	
Position in Company	
Date of application	

Interested Parties

Print Name	Signature	Date

**Private Hire & Hackney Carriage Vehicles
List of Approved Vehicle Testing Stations**

Chester		
Crane Bank Garages Limited Hartford Way Chester Tel. 01244 317191	Autocare * 7 Kitchen Street Chester Tel. 01244 346420	Manor Garage Lightfoot Street Chester Tel. 01244 346886
The MOT Centre New Crane Street Chester Tel. 01244 380200	Langham Motors Limited Arches No. 4 & 5 Kitchen Street Chester Tel. 01244 311396	ATS Euromaster Limited 7 Bumpers Lane Sealand Industrial Estate Chester CH1 4LT Tel. 01244 375154
Ellesmere Port & Neston		
Norman Hand Services Unit 17-19 Coalbrookdale Road Neston Merseyside CH64 3UG Tel. 0151 336 4289	Port Tyres & Autocare Ltd 93 Flatt Lane Ellesmere Port Cheshire CH65 8DW Tel. 0151 356 4565 info@porttyres.co.uk	E Nixon & Son Brookside Works Bridges Road Ellesmere Port CH65 4LB Tel. 0151 355 9444 enquiries@enixonandson.co.uk
Winsford		
Town and Country Motors(Greenbank) Station Approach Greenbank Station Chester Road Northwich Cheshire CW8 4AG Tel. 01606 781520 tcmotors@onetel.com	Ringway Phoenix House Clough Road Winsford Cheshire CW7 4BD Tel No.01606 271 742	Rudheath MOT Centre Unit 4, Hargreaves Court Hargreaves Road Rudheath Northwich CW9 7BL Tel No.01606 48887
Bowers Threeways Garage Wincham Avenue Wincham Northwich CW9 6GB Tel. 01606 48454 http://www.bowersthreeways.co.uk/	Bowers Threeways Garage Holmes Chapel Road, Lach Denis, Northwich, CW9 7SZ Tel. 01606 46234 http://www.bowersthreewaysgarage-lachdennis.co.uk/	Classic Autos Leslie Road Woodford Park Ind. Estate Winsford CW7 2RB Tel. 01606 592 384

*Able to accept larger vehicles eg. Stretched limousines

Approved Vehicle List for Hackney Carriages

This document provides a list of vehicles approved for use as a hackney carriage in the Council's three zones.

This document applies to new and replacement vehicles and is subject to the Council's age policy (as approved 16 April 2013 as amended).

Please Note: With effect from February 2014, all hackney carriage vehicles considered for the grant of a hackney carriage proprietor's licence must have (unless a model exempted from some of the requirements the Licensing Committee on approval) :

- approval from the Council's Senior Access Officer;
- EC Whole Vehicle Type Approval (in the case of vehicles having UK Low Volume Type Approval only, additional permission must be sought. Individual vehicle conversions will not be approved);
- a hearing induction loop fitted
- high-visibility, contrasting style coloured internal fittings including grab-handles and seat pads (for persons with sight difficulties);
- a passenger side-step on each side of the vehicle. If permanently deployed or protruding, must have high-visibility edging to step; (may not required for vehicles with a lower floor height)
- three-point seatbelts to all seats;
- a taximeter to control the roof-light;
- a partition/bulk-head divider (between driver/rear passengers);
- single plate access ramp with a minimum of a 300 kg rating (wheelchair ramp) . Alternative designs of ramps particularly that allows loading/unloading either side of the vehicle may be considered/approved on a model by model basis;
- In the case of vehicles with rear sliding passenger doors, an illuminated warning bar be fitted to the rear of the vehicle to indicate when the passenger doors are open. This must be fitted externally, be to the specification of the vehicle manufacture and approved by the Council.
- a minimum of 135 cm rear headroom, when measured at the shortest distance between the vehicle floor and roof lining.
- Must evidence that Fare meter is set to appropriate fare tariff and a calibration certificate must be produced.

These requirements apply to all new or used vehicles (not currently licensed) that are presented for licensing as a hackney carriage vehicle).

Approved Vehicle List

- LTI – London Taxi International and London Electric Vehicle Company
- Cab Direct/Allied Vehicles – Peugeot E7; Mercedes M8, Peugeot Euro Taxi, Ford ProCab
 - Vale Royal Zone **Only** (new at first registration to CWAC Spec)
 - Peugeot Premier (supplied by Cab Direct)
 - Ford Journey (supplied by Cab Direct)
 - Volkswagen Kudos (supplied by Cab Direct)
- Voyager Multipurpose Vehicles Ltd – Renault NX8; Vauxhall Vivaro; Nissan NX8; Fiat/Citroen Voyager LC7; Ford Tourneo; Vauxhall Vivaro VX8
- “ScotCab” - Fiat Scudo SCG9 Wheelchair Accessible Taxi Adaptation (ScotCab)

Guidance notes:

- The Council approves vehicles from specific manufacturers/suppliers/converters. Before purchasing a vehicle, you must be satisfied that the vehicle was manufactured/converted by an approved source. In the case of used vehicles, conversion certificates are vitally important. Vehicles without certificates proving the origin of the conversion should not be purchased. Purchases based on the make/model alone are not sufficient and may result in the licence application being refused.
- From time-to-time, manufacturers alter their vehicle specifications. The Council reserves the right to refuse to licence any vehicle if it is deemed that there has been a material change to the design, appearance and/or specification since the model was last approved. Should there have been changes to the design, appearance and/or specification; further approval may be required before the grant of any licence.
- Vehicles presented to the Council for licensing must be accompanied by original documentation to prove the vehicles type approval issued to the vehicle (European whole vehicle), the details of the vehicle and the converter. You are advised not to purchase a vehicle without adequate valid documentation.
- If you wish the Council to consider the grant of a hackney carriage vehicle licence to a vehicle that is not on the approved list, a full manufacturer / converter application must be supplied along with vehicle testing and technical data. The vehicle will also be inspected by the Council,

including the Senior Access Officer and other appropriate organisations before approval is given. Some applications may be considered by the Council's licensing committee/ general licensing sub-committee which may add additional time to the application process.

- If you are unsure whether the vehicle will be licensed, you are strongly advised to check with the Council's licensing team prior to entering into any finance agreement or prior to committing to the purchase of any vehicle.

(Issued: Jan 2019)