

Vehicle Licence Application for New / Renewal / Transfer



ASHFORD
BOROUGH COUNCIL

Please indicate how you would prefer to receive your licence/plate
By Post /in person (please circle)

Please ensure your completed application form is accompanied by the following:		
Applicant checklist	Enclosed	Office use
Fee		
Copy of Registration Document		
Copy of Insurance Certificate		
Copy of Compliance Certificate		
Return of original plate (transfers only)		
Basic Disclosure – if required (see note 1)		
LPG check on www.drivelpg.co.uk		

New Application (see PHV & HCV note 3)
Private Hire **Hackney Carriage**

Vehicle Details:

Vehicle Registration No: _____ Date first Registered: _____

Make & Model: _____ Colour of Vehicle: _____

How many passengers do you intend to carry? _____

Renewal Application **Private Hire** **Hackney Carriage**

Licence / Plate No: _____ Vehicle Registration No: _____

Transfer of Vehicle **Private Hire** **Hackney Carriage**

Please note with ANY transfer – the original (old) plate must be surrendered or a new plate will NOT be issued.

Licence & Plate No: _____ Current Vehicle Registration No: _____

New Vehicle Details

Date first Registered: _____ New Vehicle Registration No: _____

Make & Model: _____ Colour of Vehicle: _____

How many passengers do you intend to carry? _____

Is the Vehicle Wheelchair Accessible? (see HCV note 5) Yes No

Please Note: All Hackney Carriage Vehicles must be fitted with a TAG.

Is the Vehicle Petrol Diesel Hybrid LPG Other

1. Applicant Name Applicant Address Tel No Email address	
2. Are you the sole proprietor of the vehicle? If no , give names and addresses of all other persons interested and state your interest and the interest of such persons.	Yes / No*
3. Will the applicant or an employee drive the vehicle if a Licence is granted? Employee Name	Applicant / Employee / Both*
4. Do you currently hold or have you previously held any of the following: Hackney Carriage Driver/Vehicle or Private Hire Driver/ Vehicle/ Operator Licence? If yes , name of licensing authority and licence number and date issued.	Yes / No*
5. Have you ever had any of the following refused, suspended or revoked: Hackney Carriage Driver/Vehicle or Private Hire Driver/ Vehicle/ Operator Licence?	Yes /No* If yes , name of licensing authority and licence number and date.
<p>I hereby apply for a Private Hire / Hackney Carriage* Vehicle Licence for the Borough of Ashford. I agree to comply to the conditions, Acts, Byelaws and Regulations relating to *Private Hire / Hackney Carriage Vehicles. These conditions can be found within appendix A, B and C of the 2017 - 2022 Taxi Licensing Policy available on the Ashford Borough Council website https://www.ashford.gov.uk/licensing/taxis/taxi-licensing-policy/ and are available in other formats on request.</p> <p>I understand it is an offence to knowingly or recklessly make a false statement or omit any material particular within this application contrary to Section 57 Local Government (Miscellaneous Provisions) Act 1976.</p> <p>Dated: ____ / ____ / ____ Signed: _____</p> <p>Print Name: _____</p>	

* Delete as applicable

Ashford Borough Council is the data controller for any personal information collected in this application. Your information will be used to administrate the licence, processing is being conducted relying upon a contractual legal basis. Your data may be shared with other departments within the council for the purpose of improving services, keeping records up-to-date and for the protection of the public fund. It may also share your data with other bodies responsible for auditing public funds for these purposes and for the purposes of clean air zone charging. You can

find further information about data sharing to identify fraud at www.ashford.gov.uk/transparency/data-protection/data-sharing-to-identify-fraud/. Your information will be retained as long as you hold the licence + 12 years. For more information about your data protection rights please see our data protection pages which can be found at www.ashford.gov.uk or contact the Data Protection Officer, Ashford Borough Council, Civic Centre, Tannery Lane, Ashford, Kent, TN23 1PL.

Notes for Hackney Carriage Vehicle Licence

Important: In the event that your application is refused or withdrawn you will not be refunded the application fee or any part thereof under any circumstances.

Renewal applications can be submitted in person to Ashford Borough Council, Civic Centre, Tannery Lane, Ashford, Kent, TN23 1PL or Tenterden Town Council, High Street, Tenterden, Kent, TN30 6AN or **by post to** Licensing, Ashford Borough Council, Civic Centre, Tannery Lane, Ashford, Kent, TN23 1PL

For New and Transfer applications please contact licensing@ashford.gov.uk before submitting the application.

1. It is a requirement for all applications, new, renewal, or a transfer to a new owner (not vehicle change) that the applicant will be required to provide a Basic Disclosure from the DBS. <https://www.gov.uk/guidance/basic-dbs-checks-guidance> Where a company holds the licence, each director will be required to submit basic disclosures. Where the applicant/director is also a driver they will not be required to submit a basic disclosure as the drivers Enhanced Disclosure and DBS Update Service will apply.
2. All holders of Hackney Carriage Vehicle Licences should be aware that, (subject to satisfactory compliance with all Acts and Regulations relating to Hackney Carriages and the bylaws of Ashford Borough Council with respect to Hackney Carriages), Licences will normally be renewed at the end of each year except in cases where a Licence has been transferred from one proprietor to a new proprietor, in which case the application for the Licence to be renewed will be considered on the same basis as a new application. The applicant for the renewal of the transferred Licence will therefore take his chance along with the other applicants for new licences, who may have prior claim. (This will not of course apply where the same proprietor is merely substituting a new vehicle to replace one already licensed.)
3. The Licence, if granted, will normally last for a 12 month period. If you already hold a current Licence for this plate and you are substituting another vehicle to replace the one already licensed then a fee will be payable. The Transferred Licence will expire at the same time as the one it replaces.
4. There are a number of requirements for licensed vehicles. If you are unsure of these requirements please contact licensing@ashford.gov.uk
5. The 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 www.ashford.gov.uk or contact licensing@ashford.gov.uk
6. Hackney Carriage Plates issued to wheelchair accessible vehicles can only be transferred to other wheelchair accessible vehicles. (Only applies to plates HCV100 onwards).
 - By signing this application form you are giving the Council permission to release contact telephone numbers of drivers who own wheelchair accessible vehicles to the general public, unless a specific request is made in writing.
7. All Hackney Carriage Vehicles must be fitted with a TAG. The TAG given at time of issue must remain with the Hackney Carriage Plate and not the Vehicle.
8. Applicants who are applying for an LPG vehicle will be required to produce an 'LPGA Comp2 - 2nd Edition' form in respect of the vehicle at initial application.

Notes for Private Hire Vehicle Licence

Important: In the event that your application is refused or withdrawn you will not be refunded the application fee or any part thereof under any circumstances.

1. It is a requirement for all applications, new, renewal, or a transfer to a new owner (not vehicle change) that the applicant will be required to provide a Basic Disclosure from the DBS. <https://www.gov.uk/guidance/basic-dbs-checks-guidance> Where a company holds the licence, each director will be required to submit basic disclosures. Where the applicant/director is also a driver they will not be required to submit a basic disclosure as the drivers Enhanced Disclosure and DBS Update Service will apply.
2. The Licence if granted, will normally last for a 12 month period. If you already hold a current Licence for this plate and you are substituting another vehicle to replace the one already licensed then a fee will be payable. The transferred Licence will expire at the same time as the one it replaces.
3. If you intend using a private house as an operating centre for a private hire business (including the parking of more than one vehicle, servicing or maintenance of vehicles, or the use of part of the house for office purposes), planning permission will be necessary and you should seek advice on the matter from Planning, Civic Centre, Tannery Lane, Ashford, Kent, TN23 1PL.

If the house referred to in the above is a council dwelling, the landlord, i.e. the Housing Manager, Civic Centre, Tannery Lane, Ashford, Kent, TN23 1PL, should also be informed.

4. There are a number of requirements for licensed vehicles. If you are unsure of these requirements please contact licensing@ashford.gov.uk
5. Applicants who are applying for an LPG vehicle will be required to produce an 'LPGA Comp2 - 2nd Edition' form in respect of the vehicle at initial application.