



# Application for The Renewal of A Hackney Carriage Vehicle Licence

Vehicle Proprietor's Name and Address	
Name: Address:	E-mail:
Post Code:	Tel No:

Company/Operator's Name and Address	
Name: Address:	E-mail:
Post Code:	Tel No:

Vehicle details: - Please complete one form per vehicle					
Make/Model Colour	Registration No.	Passenger Seating Capacity	c.c. Petrol/ Diesel	Date of First Registration	HC Plate No
		<b>Wheelchair Access</b>  Yes  No			

<b>A hackney carriage licensed with this authority must operate in East Devon and principally work from or within the area that it is licensed. Please state where the vehicle will be used:</b>	
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<b>Please enter the address where this vehicle will be kept when not in service:</b>	
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<b>Has the vehicle to your knowledge been declared a 'write off' or 'potential write off' by the police or an insurance company and forms to that effect sent to DVLA?</b>	Yes  No
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**Please be aware** that any vehicle which has been categorised as a category A or B write off will not normally be accepted for a licence. Any vehicle categorised as a category C or D write off cannot be automatically granted by a Licensing Officer and will have to be considered by the Licensing Sub Committee who may either grant or refuse the application. If any vehicle licensed with this authority as a hackney carriage is subsequently categorised as a category A, B, C or D write off by a relevant insurance company under the Code of Practice for the Disposal of Motor Vehicle Salvage this must be declared to the Licensing Authority.

<b>Are the details as shown on the vehicle registration document correct and to your knowledge relate to the vehicle which you now apply to licence?</b>	Yes
	No

<b>Is the vehicle over 14 years of age since the date of first registration shown on the vehicle registration document?</b>	Yes
	No

**Please be aware** that if a vehicle is over 14 years of age, it cannot automatically be renewed but must be presented for inspection by a Licensing Officer. If you have ticked yes, **please telephone the Licensing Office as soon as possible to arrange an appointment.** If a vehicle is not considered by officers to be of sufficient standard, it will be referred to the Licensing Sub Committee.

**Please note – if any of the information provided in this form changes during the licence term, you MUST notify the licensing service as soon as possible, either by emailing [licensing@eastdevon.gov.uk](mailto:licensing@eastdevon.gov.uk) or writing to the Licensing Service, East Devon District Council, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.**

### Data Protection

Any personal information which you provide will be held and used by East Devon District Council for the purpose of the Licensing Service to process your hackney carriage vehicle licence application(s) and administer any licence(s) which are granted. Your information may also be shared within East Devon District Council for the purposes of carrying out our lawful functions. Otherwise your personal information will not be disclosed to anybody outside East Devon District Council without your permission, unless there is a lawful reason to do so, for example disclosure is necessary for crime prevention or detection purposes. Your information will be held securely and will not be retained for any longer than is necessary. There are a number of rights available to you in relation to our use of your personal information, depending on the reason for processing. Further detail about our use of your personal information can be found in the relevant Privacy Notice which can be accessed online at <http://eastdevon.gov.uk/privacy>

We may lawfully disclose information to other public sector agencies to:

- prevent or detect fraud and any other crime;
- support national fraud initiatives;
- protect public funds;
- progress your request for service.

We may additionally disclosure information to other public agencies for the purpose of protecting public safety and we may also use basic information about you, e.g. name and address, in other areas of service provision at East Devon District Council if this: -

- helps you to access our services more easily;
- promotes the more efficient and cost-effective delivery of services;
- helps us to recover monies that you owe us.

East Devon District Council are required under Section 6 of the Audit Commission Act 1998 to participate in the National Fraud initiative (NFI) data matching exercise. This means that taxi and private hire licence data will be provided to the Audit Commission for NFI and will be used for cross-system and cross authority comparison purposes for the prevention and detection of fraud.

We will not use your personal information in a way that may cause you unwarranted detriment.

**Your licence application will be valid for three months only from the date the Licensing Office receive the application.** By signing the declaration below you confirm that you are aware that, if your application is not completed within three months (which must include payment of the application fee), your paperwork may be destroyed and you will need to make a new application and supply a new vehicle compliance test form.

**Declaration of applicant:**

I declare that the information provided in this form is true, complete and correct and that I have no objection to the same being verified, and I understand that I may be liable to legal proceedings being taken against me or the revocation of any Hackney Carriage or Private Hire Vehicle Licence which may be issued to me (or both) if my disclosures are found to be inaccurate or untrue.

<b>Signed:</b>	<b>Date:</b>

<b>Fees and documentation checklist</b>	
<p><b>You must include the following with your application:</b></p> <ul style="list-style-type: none"><li>• Fee (see below for fee payable)</li></ul> <p><b>You will only need to send any of the following documents if a separate letter is enclosed with your renewal:</b></p> <ul style="list-style-type: none"><li>• Insurance certificate specifying use as a hackney carriage</li><li>• Vehicle compliance test form</li></ul> <p>We no longer need you to supply us with your MOT certificate as we will check this online through GOV.UK. <b>It is your responsibility to ensure your vehicle has a valid MOT if it is over 1 year old.</b></p>	
<b>FEES PAYABLE</b>	
1 Year Hackney Carriage Licence Fee	£262.00