



City of  
**Stoke-on-Trent**

### Contact Details

Licensing  
Hanley Town Hall  
Albion Street  
ST1 1QL  
01782232774  
[hcp.licensing@stoke.gov.uk](mailto:hcp.licensing@stoke.gov.uk)

## Hackney Carriage Vehicle Proprietor Licence Application

For Office Flare No

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### SECTION 40 TOWN POLICE CLAUSES ACT, 1847

Ensure that your vehicle complies with the [Taxi Policy & Conditions](#)

Complete this form in full and make an appointment at Licensing by calling 01782 232774 or [e-mailinghcp.licensing@stoke.gov.uk](mailto:e-mailinghcp.licensing@stoke.gov.uk) and we will call you back

Bring the following to your appointment:

- Valid insurance certificate for public hire or cover note including hire agreement where applicable
- MOT car test certificate within 1 month old from our testing station (01782 232297)
- Fee £242 (plus fee for brackets if required)
- Old plates and internal signage if renewing
- V5 Log book or log book slip\*, in the name of the licensee (\*full V5 must be provided within six weeks of issue of licence)

### SECTION A – THE VEHICLE

Registration																				
Make and Model										Colour										
Fuel Type	<input type="checkbox"/> Petrol (P)	<input type="checkbox"/> Diesel (D)	<input type="checkbox"/> LPG (L)	<input type="checkbox"/> Plug in Hybrid (I)	<input type="checkbox"/> Electric (E)				<input type="checkbox"/> Hybrid (H)											
Number of Passengers (not including driver)		Date of 1 <sup>st</sup> Registration				d	d	m	m	y	y									
Access for a passenger seated in a wheelchair										yes <input type="checkbox"/>					no <input type="checkbox"/>					
More information about disabled access which will be published on-line:																				

### SECTION B – INSURANCE

1. Only original certificates and cover notes are accepted as proof of insurance.
2. The vehicle must be covered for use for private hire purposes.
3. If you submit a fleet policy you will need to submit a schedule detailing the vehicles covered.
4. If you submit self-drive or contract hire insurance a hire agreement must be provided.

Policy Holder																					
Company											Broker										
Policy/Cover Note Number																					
Start Date	d	d	m	m	y	y	Date To	d	d	m	m	y	y								

It is an offence to make a false statement in connection with this application

## SECTION C – PROPRIETOR DETAILS

1. If the vehicle is the subject of a hiring agreement or hire-purchase agreement, the proprietor is the person in possession of the vehicle under that agreement.
2. You must provide details of every person involved in keeping, employing or letting on hire the vehicle.

### Proprietor 1

Full Name or Company							
Date of Birth	d	d	m	m	y	y	<i>If applicable</i>
Address							
							Postcode
Tel							
Mobile No							
Email							

Are you the sole proprietor?

YES

NO

**If the application is made in the name of a company please give details below of the individual/s responsible for that company**

### Proprietor 2

Full Name							
Date of Birth	d	d	m	m	y	y	
Address							
							Postcode
Tel							
Mobile No							
Email							

### Proprietor 3

Full Name							
Date of Birth	d	d	m	m	y	y	
Address							
							Postcode
Tel							
Mobile No							
Email							

**If there are more than 3 proprietors, please continue on a separate sheet.**

## SECTION D – VEHICLE DRIVERS

1. You must still complete this section even if you are the applicant(s) for this licence.
2. Each person must hold a current licence issued by Stoke City Council to drive licensed vehicles.
3. Each driver must be named on the insurance policy except where a fleet policy is in force.

### Driver 1

Full Name										
Date of Birth	d	d	m	m	y	y				
Home Address										
								Postcode		

### Driver 2

Full Name										
Date of Birth	d	d	m	m	y	y				
Home Address										
								Postcode		

### Driver 3

Full Name										
Date of Birth	d	d	m	m	y	y				
Home Address										
								Postcode		

If there are more than 3 drivers, please continue on a separate sheet.

## SECTION E – APPLICANT DECLARATION AND CAUTION

In making this application for a hackney carriage vehicle proprietors' licence, I confirm the following:

- The information given in this application is true to the best of my knowledge.
- I/We understand that it is a criminal offence to make a false statement or omit any material particular from this application or any submitted document.
- If this application is successful, I will abide by the licence conditions and relevant legislation.
- I understand that my licence can be suspended, revoked or may not be renewed, if I breach any of the licence conditions or relevant legislation.
- I/We have the **RIGHT TO WORK** in the United Kingdom

### Use of your information

The information Stoke-on-Trent City Council holds about you is used for the purpose of assessing your eligibility for a licence and for the administration of any licence issued to you in accordance with Local Government (Miscellaneous Provisions) Act 1976, Town Police Clauses Act 1847 and any other relevant legislation.

We may collect information about you from other sources in order to process your application. Your personal data may be passed to other authorities or agencies, including other council departments, benefits agencies and the police, where we have a statutory duty to do so or where we consider the disclosure is justified and it is allowed under the Data Protection Act 1998.

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 [www.stoke.gov.uk/fraud](http://www.stoke.gov.uk/fraud).

I/we, hereby apply to Stoke-on-Trent City Council for a licence under the Town Police Clauses Act 1847 and 1889 for a certain vehicle, particulars of which are given in Section A, to ply for hire within the City, subject to all conditions as may be contained in such licence and also to provisions of the said Acts and the Bye Laws in force, relating to Hackney Carriages, all of which conditions Acts and Bye Laws I/we hereby undertake to observe and perform. I/we accept that if I/we, or my employees, infringe or neglect to comply with any of the conditions, Acts or Bye Laws subject to which the licence is held, the same shall be liable to be revoked or not renewed by the Council.

Proprietor 1 (Signature)							
Date	d	d	m	m	y	y	
Proprietor 2 (Signature)							
Date	d	d	m	m	y	y	
Proprietor 3 (Signature)							
Date	d	d	m	m	y	y	

## SECTION F – FOR OFFICE USE ONLY

Date Submitted		Officers Initials	
Insurance rec & checked against form (including hire agreement where applicable)?			<input type="checkbox"/>
MOT certificate received & checked	MOT number:		<input type="checkbox"/>
Licence issued & fee taken			<input type="checkbox"/>
Log book photocopied and scanned to file			<input type="checkbox"/>
Slip – Set ACL for 6 weeks			<input type="checkbox"/>
MAU updated			<input type="checkbox"/>