



City of
Stoke-on-Trent

Contact Details
Licensing
Hanley Town Hall
Albion Street
ST1 1QL
01782232774
hcp.licensing@stoke.gov.uk

Private Hire Vehicle Proprietor Licence Application

For Office Use: Flare Number

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SECTION 48 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT, 1976

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 by emailing hcp.licensing@stoke.gov.uk and we will call you back

Bring the following to your appointment:

- Valid insurance certificate for private hire use 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 I		<input type="checkbox"/> Hybrid (H)				
Number of Passengers (not including the driver)			Date of First 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 – DETAILS OF PRIVATE HIRE OPERATOR WHO WILL SUPPLY BOOKINGS

Private Hire Operator 1 (Permanent Door Signs)		Date							
Signature									
Private Hire Operator 2									
Signature									

*A recognised signatory for the operator must sign this section. Where the signature is in doubt we reserve the right to reject the application.

SECTION C – 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

SECTION D – PROPRIETOR DETAILS

1. If the vehicle is the subject of a 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 or letting on hire the vehicle.

Proprietor 1

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

Proprietor 3

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

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

SECTION E – 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.

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

Continued....

SECTION F – APPLICANT DECLARATION AND CAUTION

In making this application for a private hire 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.

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 G – FOR OFFICE USE ONLY

Date Submitted		Officer Initials	
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Insurance rec & checked against form (including hire agreement where applicable)?	<input type="checkbox"/>
MOT certificate received & checked	MOT number: <input type="checkbox"/>
Operators signature checked	<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"/>

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