

**Application for initial grant or
renewal of a Hackney Carriage or
Private Hire Vehicle licence**

Warning

It is an offence for the applicant to knowingly or recklessly make a false statement or to omit any material to obtain a licence. Such action will reflect on the suitability of the applicant to hold such a licence. Please read the questions carefully before completing the form.

Section 1 – Vehicle details

Licence type	<input checked="" type="checkbox"/> Hackney Carriage Vehicle <input type="checkbox"/> Private Hire Vehicle
Type of application	<input type="checkbox"/> New application <input checked="" type="checkbox"/> Renewal application
If renewal, what is the licence plate number	PHV 055D HCV
Do you intend to use the vehicle entirely or predominantly in North Yorkshire?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Registration number	[REDACTED]
Make and model	SKODA OCTAVIA
Colour	RED
Date of first registration	20/12/24
Are you currently licensed in any other locality in North Yorkshire?	<input type="checkbox"/> Yes – Please provide licence no <input checked="" type="checkbox"/> No

Please note that vehicles over the age of 10 years will not generally be licensed (unless they are wheelchair accessible). Any applications in respect of vehicles over 10 years should be accompanied by some supporting documentation to demonstrate that the specific circumstances of the case would warrant a departure from the council's policy.

Fuel type	DIESEL
Number of passengers	4
Meter make and model (if applicable)	CYGNUS MIS / UK012610117 MR500
Name of private hire operator (private hire only)	
Are the seating arrangements kept in accordance with the manufacturer's original specification?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, it may be subject to testing under the Individual Vehicle Approval (IVA) scheme. https://www.gov.uk/vehicle-approval/individual-vehicle-approval
Has this vehicle ever been involved in an accident or recorded as an insurance write off?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please provide full details (including the insurance write-off category where applicable):
Is this vehicle wheelchair accessible (for instance,	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

adapted or designed to carry at least one wheelchair user whilst in their wheelchair)?

If yes, it must have European Community Whole Vehicle Type Approval (ECWVTA). This will be shown on either the vehicle's V5 registration document, additional chassis number on the vehicle or by a 'Certificate of Conformity'.

If wheelchair accessible, does the vehicle have a ramp or lift? Please also confirm the maximum size and weight of wheelchair which can be accommodated.

Ramp Lift

Maximum size of wheelchair:

Maximum weight of wheelchair:

Section 2 – Applicant detail

Name

Address
(including post code)

Email address

Telephone number

Date of birth

Place of birth

Nationality

National insurance number

New applications only **

Have you lived overseas in the last 10 years?

Are you a licensed driver of North Yorkshire Council?

Yes (provide details below)

No

Country	Date from	Date to

Yes / ~~No~~

Badge No: 432

Have you ever held a private hire or hackney carriage driver and/or vehicle or private hire operator licence, with any other council?

Yes (provide details below)

No

Details (including issuing authority, licence number, start date and expiry date)

Have you ever had a Private Hire or Hackney Carriage driver and/or vehicle licence suspended or revoked by another authority?

Yes (provide details below)

No

Details (including issuing authority, licence type, dates of suspension/revocation)

If the applicant is a company or partnership, please provide the company number:

and details of all directors or partners below

Director/Partner	Date of birth	Address and telephone number

Section 3 – Additional proprietors

State the name and address of every person (including any limited company) who is a proprietor or part proprietor of the above vehicle or is concerned in the keeping, employing or letting on hire of the vehicle.

Proprietor name	Date of birth	Address and telephone number

Section 4 – Renewals only – Vehicle plate requirements (please tick as required)

Door stickers	<input checked="" type="checkbox"/>	How many?	
Wheelchair access sign	<input type="checkbox"/>		
Windscreen pouch	<input type="checkbox"/>		

Section 5 – Declaration

- I have read and understood the implications of the warning regarding the making of false declarations in relation to this application and confirm that to the best of my knowledge the particulars I have provided with this application are correct.
- If a licence is granted, I undertake to comply with all relevant licence conditions, policy requirements and byelaws where applicable.
- I will notify the council if any information in this application changes, as outlined in the council's Hackney Carriage and Private Hire Licensing Policy.

Signature: 

Date: 2 

Section 6 - Checklist

An application will not be determined unless the licensing authority is in receipt of:

- a fully completed application form
- the appropriate fee
- the vehicle registration document (V5C) in the name of the applicant or formal confirmation from the DVLA that the vehicle has been registered in the applicant's name. If neither is available, verifiable proof of ownership may be accepted (i.e. a bill of sale from a reputable firm)****New applications only**
- a current vehicle insurance certificate or cover note which includes the carriage of passengers for public hire (in the case of hackney carriage vehicles) or private hire (in the case of private hire vehicles)
- confirmation that the vehicle has an MOT test Certificate (required for all vehicles aged over one year as from the date of first registration as shown on the vehicle registration document)
- proof that the licensing authority's testing arrangements have been satisfied
- a certificate confirming that the meter has been calibrated by an authorised agent to the table of fares (hackney carriage only)****New applications only**
- a satisfactory basic criminal record check from www.gov.uk/request-copy-criminal-record in respect of all proprietors (or in the case of a company or partnership, in respect of all directors or partners). Not applicable to drivers, proprietors and operators already licensed by North Yorkshire Council.
- a certificate of good conduct (only if an applicant/proprietor has lived overseas for a period of six months or more in the 10-year period leading up to the date of application).

Please return the completed form and documents to your local North Yorkshire office:

licensing.cra@northyorks.gov.uk
licensing.har@northyorks.gov.uk
licensing.ric@northyorks.gov.uk
licensing.rye@northyorks.gov.uk
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Personal data and information sharing