

# APPLICATION TO RENEW A PRIVATE HIRE VEHICLE LICENCE



Local Government (Miscellaneous Provisions) Act 1976

If you are completing this form by hand please write legibly in block capitals.  
In all cases ensure that your answers are inside the boxes. Use additional sheets if necessary.  
You may wish to keep a copy of the completed form for your records.

**Please check and correct this form as necessary.**

## 1. Proprietor Details

(Please provide this information for **every** proprietor, part proprietor or person concerned in the keeping, employing, or letting on hire of the private hire vehicle. Use additional sheets as necessary.)

Name	
Address	
Telephone	
Mobile	
E-mail	

## 2. Business Details

Trading Name of Business	
Business Address (if a limited company, provide registered office address)	
Telephone	
Mobile	
E-mail	
Website	

## 3. Vehicle Details

Licence Number:

Vehicle Registration Number		
Make and Model		
Date of first registration		
Cylinder Capacity (cc)		
Colour		
Number of passengers		
Is the vehicle equipped to allow wheelchair access?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the wheelchair access located at the side of the vehicle?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please specify the address of every place where the vehicle is kept when not in use.

#### Vehicle Modifications

(Please specify any modification made to the vehicle which show a change from the manufacturers specification for that model.)

#### 4. Particulars of Insurance

Please provide a copy of the 'Certificate of Insurance' for the vehicle confirming its use for 'Private Hire'.

The certificate must specify the policy number, the name of the insurance company, the type of policy provided, the name of the insured party and the expiry date of the cover. Every private hire vehicle must be insured for 'Private Hire' use before a license can be granted.

A valid 'Certificate of Insurance' must be held throughout the duration of the license period.

#### 5. Local Authority Mechanical Test Certificate

All Private Hire Vehicles must pass a Local Authority Mechanical Test before a Licence can be granted.

Irrespective of the age of the vehicle, a valid Local Authority Mechanical Test Certificate must be held throughout the duration of the license period.

A legal requirement for an MOT Certificate is also required in addition to The Local Authority Mechanical Test Certificate once the vehicle is three years old.

Once passed the Local Authority Mechanical Test Certificate will remain valid for:

- 12 months for vehicles less than 10 years old
- 6 months for vehicles aged 10 years or older

Please provide a copy of the Local Authority Mechanical Test Certificate for the vehicle, which must be provided one month from the test date for it to remain valid.

#### 6. MOT Certificate

Please provide a copy of the current 'MOT Certificate' for the vehicle if it is over 3 years old.

#### 7. Checklist:

I have

Please tick ✓

- Completed the proprietor details for **every** proprietor, part proprietor or person concerned with the keeping, employing, or letting on hire of the private hire vehicle.

<ul style="list-style-type: none"> <li>Enclosed a copy of the vehicle's 'V5C' vehicle registration certificate.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Enclosed a copy of the current 'MOT Certificate' for the vehicle, if applicable.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Enclosed a copy of the 'Local Authority Mechanical Test Certificate' for the vehicle, dated less than 1 month old.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Enclosed a copy of the 'Certificate of Insurance' for the vehicle confirming its use to 'Private Hire'</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Enclosed the relevant licence fee.</li> </ul>	<input type="checkbox"/>
<p><b>Please explain below if you are unable to provide any item from the above checklist.</b></p>          	

8. Declaration			
<p><b>The information contained in this form is correct to the best of my knowledge and belief. I undertake to comply with the provisions of such Acts and Byelaws together with any conditions as are, or may from time to time be in force within the area of the Council in respect of Private Hire Vehicles.</b></p>			
<b>SIGNATURE</b>		<b>DATE</b>	

**Please Note:**

If any person knowingly or recklessly makes a false statement or omits any material particular in giving information under this Section, he shall be guilty of an offence (Local Government (Miscellaneous Provisions) Act 1976, Section 57(3)) and shall be liable on summary conviction to a fine not exceeding £1000.

Gwynedd Council may share the information provided on this form, with other bodies responsible for auditing or administering public funds, in order to prevent and detect fraud.