



# Harborough District Council

## Hackney Carriage Vehicle Licence

### Application Processing Timescales

You must allow **five working days** from receipt of a fully complete application before a licence is issued.

**Please Note:** Renewal applicants must ensure that we receive their renewal applications five working days prior to the expiry of their current licence plate.

### Type of Application

<b>Hackney Carriage Vehicle</b> New Licence	<input type="checkbox"/>	Please read the notes below and check that your vehicle meets our vehicle specifications before submitting your application
<b>Hackney Carriage Vehicle</b> Renew Licence	<input type="checkbox"/>	

### Please Note

- **Saloon Vehicles** should have undertaken no more than 60,000 miles when first licensed with Harborough District Council and should be no more than 6 years old.
- **Transit Vehicles** shall be no more than 8 years old when first licensed with Harborough District Council
- **London type taxis** shall be no more than 10 years old when first licensed with Harborough District Council

This is not a fully comprehensive breakdown of the specifications for vehicles. You can view this on our website via [www.harborough.gov.uk/taxi-vehicle](http://www.harborough.gov.uk/taxi-vehicle)

### 1. Details of Applicant

<b>Name of Applicant</b>	
<b>Home Address of Applicant</b>	
<b>Name of Applicant's Business</b>	
<b>Address of Applicant's Business</b>	
<b>Contact Number</b>	
<b>Email address</b>	

## 2. Details of Vehicle

Make of Vehicle	
Model of Vehicle	
Vehicle Registration	
Cylinder Capacity (Must be at least 1274cc)	
Date first registered with the DVLA	
Colour of Vehicle	
Chassis Number	
Engine Number	
Year vehicle first registered	
Number of seats (including Driver's)	

## 3. Details of Insurance on Vehicle

Name of Insurance Company	
Address of Insurance Company, Broker or Agents (please state which)	
Policy Number	
Contact number of the above	
Type of Insurance	Third Party    Third Party Fire and Theft    Comprehensive
Amount of Public Liability Insurance effected	£
Does the Policy cover Hackney Carriage use?	Yes / No
Is the Vehicle fitted with a taximeter?	Yes / No

## 4. Details of Vehicle Ownership

If the applicant is not the sole owner of the Vehicle, please give the name and address of the owner and all co-owners of the vehicle

1)	
2)	

3)	
4)	

## 5. Declaration

I hereby apply to the Harborough District Council for the GRANT/RENEWAL of a Licence under the Town Police Clauses Acts 1847 and 1859, for a motor vehicle, particulars of which are given above, to ply for hire within the District, to seat \_\_\_\_\_ persons subject to all conditions as may be contained in such licence, and also to the provisions of the said Acts and any Bye-laws in force relating to Hackney Carriages, all of which conditions, Acts and Bye-laws I hereby undertake to observe and perform. I accept that if I, 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. I hereby declare that the statements I make on this form are true.

By signing this form you agree to the Council contacting other organisations and both disclosing and collecting information from them necessary to help determine your eligibility for a Hackney Carriage Vehicle Licence.

The Council is collecting your information in order to assist the delivery and provision of services to you. The information you have supplied will be used for processing your application form, updating our database and issuing your licence. Your information may be shared with other Council departments or partners. Your information will be held in accordance with the Council's Document Retention and Disposal Policy and we will only ask you for as much information as is required to respond to your enquiry or service need.

**Your data will be processed in accordance with the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976.**

For further information on how your information is used, how we maintain the security of your information, and your rights to access information we hold about you, please contact: Harborough District Council, The Symington Building, Adam & Eve St, Market Harborough LE16 7AG or [FOI@harborough.gov.uk](mailto:FOI@harborough.gov.uk) or [complaints@harborough.gov.uk](mailto:complaints@harborough.gov.uk)

Signature	
Print Name	
Date	