

# Application for Private Hire Vehicle Licence for the District of South Holland

**A. WHAT YOU HAVE TO DO.** If you want to apply for a private hire vehicle licence please complete this form and bring it to the Council Offices with:

- the vehicle registration document if available, or proof that you own the vehicle
- a valid insurance certificate for the vehicle
- a valid Certificate of Compliance issued by the Council's authorised M.O.T. testing station
- a list of the proposed fares/mileage rates you intend to charge for the hire of your vehicle
- the licence fee of **£ 165.00**. Do not use this form after **31/03/12** as the licence fee may have changed
- the licence plate deposit of **£ 50.00** if this is a new application

Please make an appointment with **EMG, St Johns Road, Spalding** to have your vehicle inspected and then bring your documents to the Council Offices by the end of the next working day to have them checked.

**PLEASE NOTE YOUR VEHICLE MUST BE INSPECTED AT 6 MONTHLY INTERVALS. AFTER INSPECTION ALL DOCUMENTS MUST BE PRESENTED TO THE COUNCIL OFFICES.**

**B. BASIC REQUIREMENTS.**

- we will consider each vehicle according to its condition
- new laws will probably be introduced soon to improve access for people who are disabled. Vehicles will need to be a certain size and dimension and we will consider the suitability of each vehicle. The most important points we will look for are:
  - passenger seats for up to 8 people
  - enough leg room/head room together with easy access for all passengers
  - enough seat/lap belts for each passenger
  - enough space for each passenger's luggage
  - the vehicle will be inspected every six months by the Council's contracted garage

**C. OUR SERVICE STANDARDS.**

- we will give you an official receipt for any licence fees you pay
- we will issue your licence within 3 working days once we have received a complete application that meets all of the licence requirements
- if you write to us, we will reply to your letter within 10 working days
- we aim to give a good service, but if you have any complaints please contact the Team Leader, Food Safety & Licensing, Craig Fowler. You can –
  - Phone him on: 01775 761161
  - Email him at: cfowler@sholland.gov.uk
  - Write to him at: South Holland District Council  
Priory Road  
SPALDING PE11 2XE

**D. VEHICLE DETAILS.**

You must answer **all** of the questions below or your application will be delayed.  
Please use **BLOCK LETTERS**:

1. **Name of Operating Company:** .....
2. **SHDC Licence Plate number:** .....
3. **Make and Model of Vehicle:** .....
4. **Colour:** .....
5. **Registration No:** .....
6. **Number of Passenger seats:** .....
7. **Year of first Registration:** .....
8. **Where will you keep the vehicle when you are not using it:** .....
9. **Is this vehicle wheelchair accessible: YES/NO\*** (delete as applicable)

**E. YOUR DETAILS.** You must complete all relevant parts of this section or your application may be delayed.

Please give the full names, addresses and telephone numbers of the proprietors of the above vehicle. You must list any person who is responsible, either on their own or in partnership with any other person, in the renting, keeping, employing or hiring out of the vehicle.

First names and Last Name	Full Home Address and Postcode	Telephone Number

First names and Last Name	Full Home Address and Postcode	Telephone Number

First names and Last Name	Full Home Address and Postcode	Telephone Number

I/we\* declare that:

- to the best of my/our\* knowledge and belief the answers given above are true
- if I/we\*, or my/our\* employees break or fail to comply with any of the conditions attached, or any Acts or Byelaws subject to which this licence is held, I/we\* accept that this licence may be revoked or not renewed by the Council.

Dated: \_\_\_\_\_

Signature of applicant(s) \_\_\_\_\_

\* Delete as appropriate

**YOU ARE REMINDED THAT IF YOU KNOWINGLY OR RECKLESSLY MAKE A FALSE STATEMENT OR IF YOU OMIT ANY RELEVANT INFORMATION FROM THIS APPLICATION YOU WILL COMMIT A CRIMINAL OFFENCE**

Please bring this application form, together with the vehicle and any documents and fees required, to the Council Offices at Priory Road, Spalding, Lincolnshire PE11 2XE. Please make an appointment before you come into the office.

**F. FOR OFFICE USE ONLY**

372 09390 9696	£	Date	Receipt No.	Initials
----------------	---	------	-------------	----------