



# Application for Vehicle Licence for the District of South Holland

**A. WHAT YOU HAVE TO DO.** If you want to apply for a vehicle licence please complete this form and bring it to the Council Offices with or scan it in and email to [licensing@sholland.gov.uk](mailto:licensing@sholland.gov.uk):

- 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 one of the Council's authorised M.O.T. testing stations
- LOLER Certificate for electronic lifting equipment if applicable
- A letter of transfer from current proprietor if applicable
- Current SHDC Licence change of address or Transfer

**Type of licence**

- Private Hire (New) ...£180    Private Hire (Renew) ...£170    Private Hire Transfer...£67  
 Hackney Carriage (New) ...£206    Hackney Carriage (Renewal) ...£196  
 Hackney Carriage Transfer ...£72    Change of Address of Licence Holder ...£21

Do not use this form after .....**30/06/21**..... as licence fees may have changed

Please make an appointment with one of the following **EMG Motor Group**, Warentree Ln, Spalding, **Leesons Garage Ltd**, Railway Lane, Sutton Bridge, **Spalding MOT & Repair Centre**, Moortoft Lane, Pinchbeck, **Taylor's of Spalding**, 83 Pinchbeck Road, Spalding, to have your vehicle inspected. YOU MUST then submit your documents to the Council Offices by the end of the next working day.

**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 annually by one of the Council's contracted garages

**C. OUR SERVICE STANDARDS.**

- we will give you an official receipt for any licence fees you pay
- if you write to us, we will reply to your letter within 10 working days of receipt
- we aim to give a good service, but if you have any complaints please contact the Licensing and Business Support Manager, South Holland District Council, Council Offices, Priory Road, Spalding, Lincolnshire, 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**

**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) \_\_\_\_\_

\* tick 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.

Or this application can be scanned and e-mailed to [Licensing@sholland.gov.uk](mailto:Licensing@sholland.gov.uk) along with scans of the documents needed.

Please make an appointment before you come into the office.

**F. FOR OFFICE USE ONLY**

81240ENVH3260050	£	Date	Receipt No.	Initials
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