



New and Renewal Application for a Hackney Carriage / Private Hire Vehicle Licence

Answer all questions for the application to be valid

Are you applying for a hackney carriage or private hire vehicle licence?	
Is this a new or renewal application?	
Full name:	
Title (Miss, Mrs, Ms, Mr, Other):	
Address:	
Postcode:	
Email address:	
Tel. Number / Mobile Number:	

1. Name(s) and address(es) of all other proprietors of the vehicle:

2. If a partnership or company, trading name and address:

3. If a registered company, name of company and registered address:

4. Please supply the following details of the vehicle:

Registration No.	Make and Model	Colour	Seating capacity	1 st registered

5. Is the vehicle wheelchair accessible?

Yes / No

6. Have you or any of the other proprietors ever been refused a hackney carriage or private hire vehicle licence?

Yes / No

If yes, please give details (including dates and the licensing authority involved in the refusal, revocation or suspension of the licence):

7. Have you or the other proprietors been charged or convicted of any criminal offence / been arrested or released / received a fixed accepted a caution?

Yes / No

If yes, please give details including date and nature of offence(s):

8. Are any court proceedings pending against you or the other proprietors at present?

Yes / No

If yes, please give details (including offences and court dates):

To be signed by all owners involved in this licence application

I/we declare that the answers given above are true. I/we understand that if I/we have made any omissions or statements I/we know to be false, the application may be refused or if already issued, the licence may be suspended or revoked. I/we give the Licensing Authority permission to undertake Disclosure and Barring Service (DBS) checks. I/we have read the conditions relating to a vehicle licence.

Signed: Dated: / /

Signed: Dated: / /

Signed: Dated: / /

Signed on behalf of a company: Dated: / /

Position in company:

You may render yourself liable to prosecution for an offence if you fail to comply with the conditions of the licence. It is an offence to drive or employ a driver who does not hold a current driver's licence issued by the Council.

Data Protection

The data submitted with this form is processed by Maldon District Council (the Data Controller) for the administration of this application. Our lawful basis for collecting this data is complying with a legal obligation (GDPR Article 6.1(c)). We only share your data for the purposes of processing this application, the prevention or detection of fraud or where we have a legal requirement to do so. We do not pass on your data to any marketing companies.

Further details about how we protect your data can be found in our Terms & Conditions on the Council's website www.maldon.gov.uk/terms. For more information, please contact our Data Protection Officer (DPO) on 01621 876224 or dpo@maldon.gov.uk. If you have any queries or wish to make a complaint about how we have handled your data, please contact the DPO above, or the Information Commissioner's Office at www.ico.org.uk or 0303 123 1113.

Documents required with application	Checklist
Completed application form	
Basic DBS certificate (less than 28 days old) – this is not required if you are a licensed driver and signed up to the DBS update service	
Bill of sale or vehicle registration certificate	
Current MOT	
Current mechanical inspection standards certificate – issued by a garage approved by the Council – see website for details	
Current certificate of motor insurance	
Payment (fee for 2022/23 £238) (office budget code F341 9244) – fee is reduced by 25% for wheelchair accessible vehicles (question 5)	

Tick payment method below: -

- online by Debit Card at <https://www.maldon.gov.uk/pay>
- cheque made payable to 'Maldon District Council' and sent with this application and the documents listed above to Maldon District Council, Princes Road, Maldon CM9 5DL
- BACS – Natwest Bank; sort code 60-13-37; account number 57191700; ref – TX and your name

For enquiries - contact Licensing, telephone 01621 854477 or email licensing@maldon.gov.uk