

Warning

It is an offence for the applicant to knowingly or recklessly make a false statement or to omit any material to obtain a licence. Such action will reflect on the suitability of the applicant to hold such a licence. Please read the questions carefully before completing the form.

Section 1 – Vehicle details

Licence type	☐ Hackney Carriage Vehicle ☐ Private Hire Vehicle
Type of application	☐ New application ☐ Renewal application
If renewal, what is the licence plate number	PHV HCV
Do you intend to use the vehicle entirely or predominantly in North Yorkshire?	☐ Yes ☐ No
Registration number	
Make and model	
Colour	
Date of first registration	
Are you currently licensed in any other locality in North Yorkshire?	☐ Yes – Please provide licence no ☐ No
Please note that vehicles over the age of 10 years will not generally be licensed (unless they are wheelchair accessible). Any applications in respect of vehicles over 10 years should be accompanied by some supporting documentation to demonstrate that the specific circumstances of the case would warrant a departure from the council's policy.	
Fuel type	
Number of passengers	
Meter make and model (if applicable)	
Name of private hire operator (private hire only)	
Are the seating arrangements kept in accordance with the manufacturer's original specification?	☐ Yes ☐ No If no, it may be subject to testing under the Individual Vehicle Approval (IVA) scheme. https://www.gov.uk/vehicle-approval/individual-vehicle-approval
Has this vehicle ever been involved in an accident or recorded as an insurance write off?	☐ Yes ☐ No If yes, please provide full details (including the insurance write-off category where applicable):

Is this vehicle wheelchair accessible (for instance, adapted or designed to carry at least one wheelchair user whilst in their wheelchair)?	☐ Yes ☐ No If yes, it must have European Community Whole Vehicle Type Approval (ECWVTA). This will be shown on either the vehicle's V5 registration document, additional chassis number on the vehicle or by a 'Certificate of Conformity'.
If wheelchair accessible, does the vehicle have a ramp or lift? Please also confirm the maximum size and weight of wheelchair which can be accommodated.	☐ Ramp ☐ Lift Maximum size of wheelchair: Maximum weight of wheelchair:

Section 2 – Applicant details

Name			
Address (including postcode)			
Email address			
Telephone number			
Date of birth			
Place of birth			
Nationality			
National insurance number			
New applications only ** Have you lived overseas in the last 10 years?	☐ Yes (provide details below) ☐ No		
	Country	Date from	Date to
Are you a licensed driver of North Yorkshire Council?	Yes / No		Badge number:

Have you ever held a private hire or hackney carriage driver and/or vehicle or private hire operator licence, with any other council?

☐ **Yes** (provide details below)

☐ **No**

Details (including issuing authority, licence number, start date and expiry date)

Have you ever had a private hire or hackney carriage driver and/or vehicle licence suspended or revoked by another authority?

☐ **Yes** (provide details below)

☐ **No**

Details (including issuing authority, licence type, dates of suspension/revocation)

If the applicant is a company or partnership, please provide the company number:

and details of all directors or partners below

Director/Partner	Date of birth	Address and telephone number

Section 3 – Additional proprietors

State the name and address of every person (including any limited company) who is a proprietor or part proprietor of the above vehicle or is concerned in the keeping, employing or letting on hire of the vehicle.

Proprietor name	Date of birth	Address and telephone number

Section 4 – Renewals only – vehicle plate requirements (please tick as required)

Door stickers		How many?	
Wheelchair access sign			
Windscreen pouch			

Section 5 – Declaration

- ☐ I have read and understood the implications of the warning regarding the making of false declarations in relation to this application and confirm that to the best of my knowledge the particulars I have provided with this application are correct.
- ☐ If a licence is granted, I undertake to comply with all relevant licence conditions, policy requirements and byelaws where applicable.
- ☐ I will notify the council if any information in this application changes, as outlined in the council's Hackney Carriage and Private Hire Licensing Policy.

Signature:

Date:

Section 6 - Checklist

An application will not be determined unless the licensing authority is in receipt of:

- ☐ a fully completed application form
- ☐ the appropriate fee
- ☐ the vehicle registration document (V5C) in the name of the applicant or formal confirmation from the DVLA that the vehicle has been registered in the applicant's name. If neither is available, verifiable proof of ownership may be accepted (for instance, a bill of sale from a reputable firm)
****New applications only**
- ☐ a current vehicle insurance certificate or cover note which includes the carriage of passengers for public hire (in the case of hackney carriage vehicles) or private hire (in the case of private hire vehicles)
- ☐ confirmation that the vehicle has an MOT test certificate (required for all vehicles aged over one year as from the date of first registration as shown on the vehicle registration document)
- ☐ proof that the licensing authority's testing arrangements have been satisfied
- ☐ a certificate confirming that the meter has been calibrated by an authorised agent to the table of fares (hackney carriage only) ****New applications only**
- ☐ a satisfactory basic criminal record check from www.gov.uk/request-copy-criminalrecord in respect of all proprietors (or in the case of a company or partnership, in respect of all directors or partners). Not applicable to drivers, proprietors and operators already licensed by North Yorkshire Council.
- ☐ a certificate of good conduct (only if an applicant/proprietor has lived overseas for a period of six months or more in the 10-year period leading up to the date of application).

Please return the completed form and documents to your local North Yorkshire office:

Licensing.central@northyorks.gov.uk (Harrogate and Selby)

Licensing.east@northyorks.gov.uk (Ryedale and Scarborough)

Licensing.west@northyorks.gov.uk (Richmond, Craven and Hambleton)

Personal data and information sharing INFORMATION SHARING

This authority requires the requested information to process your application for a licence. It has a duty to protect and safeguard the public and therefore may share the information you have provided on this form with other service areas within the Council, Government Departments, law enforcement agencies and partners for these purposes.

This authority is under a duty to protect the public funds it administers. We may share information internally and externally with other organisations responsible for auditing or administering public funds, or where undertaking a public function, to prevent and detect fraud, including data to be used as part of the National Fraud Initiative. For further information, please see <https://www.gov.uk/government/collections/national-fraud-initiative>. We may also disclose information to a Specified Anti-Fraud Organisation for the purpose of preventing fraud under Section 68 of the Serious Crime Act 2007. Please also see our licensing privacy notice for further information.

Schedule 23 to the Finance Act 2011 (Data Gathering Powers) and Schedule 36 to the Finance Act 2008 (Information and Inspection Powers) grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants. Your personal data will not be used for any other purpose without your prior consent, except as permitted by statute.

Under the Air Quality (Taxi and Private Hire Vehicles Database) (England and Wales) Regulations 2019, the Council is required to provide information to the Department for Environment, Food and Rural Affairs (DEFRA) about all hackney carriages and private hire vehicles licensed by North Yorkshire Council. The information given will include registration numbers, start and expiry dates and such other information we hold for the purposes of ensuring the accurate identification of vehicles.

The guidance for authorities contains further details about the database:

<https://www.gov.uk/government/publications/air-quality-taxis-and-private-hire-vehicles-phvs-database-guidance>

For further information on who and how the Council may share your information with, please refer to the following [privacy notice](#).