

**APPLICATION FOR A HACKNEY CARRIAGE/PRIVATE HIRE VEHICLE**

|     |         |             |
|-----|---------|-------------|
| NEW | RENEWAL | REPLACEMENT |
|-----|---------|-------------|

TYPE OF LICENCE

|                  |              |
|------------------|--------------|
| HACKNEY CARRIAGE | PRIVATE HIRE |
|------------------|--------------|

**APPLICANTS DETAILS**

|             |  |               |  |
|-------------|--|---------------|--|
| <b>NAME</b> |  | <b>D.O.B.</b> |  |
|-------------|--|---------------|--|

|                |   |
|----------------|---|
| <b>ADDRESS</b> | <b>BUSINESS ADDRESS (IF APPLICABLE)</b> |
|                |   |
|                |   |
|                |   |

|                                 |  |
|---------------------------------|--|
| <b>TELEPHONE NUMBER(S)</b>      | <b>*E-MAIL ADDRESS (IF APPLICABLE)</b> |
| <b>HOME</b>                     |  |
| <b>BUSINESS (IF APPLICABLE)</b> |  |
| <b>MOBILE (IF APPLICABLE)</b>   |  |

**IF YOU ARE NOT THE SOLE PROPRIETOR OF THE VEHICLE PLEASE GIVE DETAILS OF ALL PERSONS WHO HAVE AN INTEREST IN THE VEHICLE**

| <b>NAME</b> | <b>ADDRESS</b> | <b>D.O.B</b> | <b>INTEREST IN VEHICLE:<br/>FOR EXAMPLE, JOINT<br/>PROPRIETOR, PARTNER, ETC.</b> |
|-------------|----------------|--------------|--|
|             |                |              |  |
|             |                |              |  |
|             |                |              |  |

**\* If you require a copy of your licence emailed to you then please include your email address in the space provided**

**VEHICLE DETAILS**

|   |                      |                                |                      |        |     |
|---|----------------------|--------------------------------|----------------------|--------|-----|
| REGISTRATION No.                          | <input type="text"/> | MAKE AND MODEL                 | <input type="text"/> |        |     |
| ENGINE SIZE                               | <input type="text"/> | CHASSIS No.                    | <input type="text"/> |        |     |
| ENGINE No.                                | <input type="text"/> | FUEL TYPE                      | PETROL               | DIESEL | LPG |
| VEHICLE LICENCE PLATE NO. (IF APPLICABLE) | <input type="text"/> | LICENCE EXPIRY (IF APPLICABLE) | <input type="text"/> |        |     |

NUMBER OF PASSENGERS THAT THE VEHICLE IS TO BE LICENSED FOR

|   |   |   |   |   |
|---|---|---|---|---|
| 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|

HAS THE VEHICLE BEEN CONVERTED OR MODIFIED IN ANY WAY SINCE IT LEFT THE MANUFACTURER?

|     |    |
|-----|----|
| YES | NO |
|-----|----|

- THIS INCLUDES:**
- (I). THE USE OF DARKENED/TINTED WINDOWS.
  - (II). CONVERTING THE VEHICLE TO RUN ON LIQUIFIED PETROLIUM GAS.
  - (III). THE FITTING OF A TOWBAR.
  - (IV). WHEELCHAIR ACCESS ECT.

IF YES, PLEASE GIVE DETAILS

**OPERATOR DETAILS**

NAME AND ADDRESS OF THE OPERATOR THAT THE VEHICLE WILL BE ASSOCIATED WITH

**ALL CRIMINAL AND MOTORING CAUTIONS/CONVICTIONS MUST BE DISCLOSED**  
**FAILURE TO DISCLOSE A CAUTION/CONVICTION MY RESULT IN THE REFUSAL OF AN APPLICATION**

| DATE OF OFFENCE | DATE OF CAUTION/CONVICTION | COURT DETAILS | DETAILS OF OFFENCE | SENTENCE OR ORDER OF COURT |
|-----------------|----------------------------|---------------|--------------------|----------------------------|
|                 |                            |               |                    |                            |

**I DECLARE** that the above particulars are correct in every aspect and that **the person(s) named on this application is/are** the sole proprietor(s) of the said vehicle and **is/are** the sole person(s) concerned in keeping, employing or letting for hire of the said vehicle.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**If you knowingly or recklessly make a false statement or omit any material information from this application you may be committing a criminal offence punishable on conviction by a fine of up to £400**

THIS FORM SHOULD BE COMPLETED AND RETURNED, TO:  
 THE LICENSING SECTION, COMPUTER CENTRE, WESTMORLAND ROAD, HUYTON, MERSEYSIDE, L36 9YU  
 TELEPHONE NUMBER 0151 443 3605/3607/3613  
 E-MAIL [licensing@knowsley.gov.uk](mailto:licensing@knowsley.gov.uk)

## **GUIDANCE NOTES FOR VEHICLE LICENCE APPLICANTS**

Please complete this form prior to booking your vehicle in for a compliance test. Applicants must answer all questions fully. If you are unsure about any question please ask a member of staff or telephone the Licensing Office on 0151 443 3605/3607/3613.

When you have completed the form please bring it with you along with your vehicle registration document (log book) if available. If the vehicle is new or a replacement vehicle, please also produce a bill of sale from the person/garage who sold you the vehicle.

**The licensing of any vehicle will be dependant upon the Council being satisfied that the vehicle is suitable in size, type and design for use as a private hire vehicle. The prime consideration of the Council is the safety and comfort of the travelling public.**

If you are licensing a vehicle for the first time, then before you purchase the vehicle please contact the Licensing Office to enquire if the make and model of vehicle is acceptable to the Council, and to check whether a similar vehicle has been licensed by the Council before.

If the vehicle make and is acceptable then you can apply to book your vehicle in for a compliance test.

If the Council has not previously licensed the make and model of the vehicle, or if there is any doubt as to whether the vehicle is acceptable, then **you are advised not to buy the vehicle until it has been assessed by Licensing Officers.**

If the vehicle has been modified or converted in any way after it has left the manufacturer then please contact the Licensing Office for guidance prior to buying the vehicle. **Do not buy the vehicle until you have spoken to the Licensing Office.**

If the vehicle has darkened windows then Licensing Officers will need to measure the degree of window tint using a calibrated window tint meter. If the windows are considered to be too dark, then you will be instructed to remedy this, or the vehicle will not be granted a licence. **Do not buy the vehicle until Licensing Officers have assessed it.** Please contact the Licensing Office for advice and guidance on darkened windows.

**For your information the Council will not grant a licence to a vehicle that has been converted.** It is your responsibility to ensure that the vehicle you wish to licence has not been converted in any way. If the vehicle has been converted/modified, or if you have any queries, then please contact the Licensing Office for help and advice.

To assess the vehicle an appointment will be made for you to present the vehicle at Stretton Way Vehicle Testing Station (there is no charge for the vehicle assessment). Licensing Officers will photograph the vehicle and assess it against the relevant specification for the type of vehicle.

After assessing the vehicle a report will be prepared for the Deputy Director of Corporate and Customer Services, who in consultation with the Chairman of the Council's Licensing Committee, will determine whether the vehicle should be licensed as a private hire vehicle and whether any special conditions should apply. **Only after approval has been given, should you buy the vehicle.**

Do not be tempted to omit a caution/conviction because you are unsure if it has been declared or not. If in doubt ask the Licensing Office. Failure to disclose a caution/conviction may result in the refusal of an application for a licence, or suspension or revocation of a licence if granted.

**IF YOU ARE CONVICTED OF ANY OFFENCE (OR CAUTIONED) DURING THE PERIOD OF ANY LICENCE ISSUED TO YOU BY KNOWSLEY MBC YOU MUST DECLARE THE CONVICTION/CAUTION TO THE COUNCIL WITHIN 7 DAYS.**

