



Application for a Hackney Carriage & Private Hire Vehicle Licence (2023)

This application will not be accepted unless ALL sections are completed. Original documents must be brought to your appointment.

1.	Vehicle Details:		
Registration Number:		Licence Number:	
Make:		Model:	
Colour:		Engine Capacity:	
Number of seats excluding driver:		New Application / Renewal (please mark appropriately)	

2.	Applicant / Proprietor Details:	
Title:	Mr Mrs Miss Ms (please delete as appropriate) Other:	
Surname:		
All Forenames:		
Previous Names or Aliases:		
Date of Birth:		
Company Name: (Hire vehicles only)		
Permanent Home Address including Postcode:		
Home Telephone Number:		
Mobile Telephone Number:		
Personal Email Address:		

3.	No Matter How Old They Are, do you have any convictions, cautions, reprimands or warnings recorded against you for ANY offence, other than those relating to motoring offences? If any person knowingly or recklessly makes a false statement or omits any material particular in giving the following information he shall under section 57 of the Local Government (miscellaneous provisions) Act 1976 part II, be guilty of an offence. Failure to declare any of the above is an offence and is likely to result in prosecution and refusal of your application.*
Yes / No	

¹ Notwithstanding the provisions of the Rehabilitation of Offenders Act 1974, spent convictions or cautions are, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, disclosable for the purposes of this application unless they have been defined by the 1975 Order as being “protected”. A copy of the 1975 Order can be downloaded free of charge at www.legislation.gov.uk

4.	Give details of all offences falling under section 3 whether spent or not.. Please continue on a separate sheet of paper if required.		
Offence Date:	Conviction Date:	Offence / Offence Code:	Penalty / Sentence

5.	Do you have any pending prosecutions you have been charged with for any offence or are you currently being investigated by the Police or any other enforcement agency, for any offence?	
Yes / No		
Who is investigating you?		
Why are they investigating you?		
What date does this relate to?		
Any other information you can give regarding this?		

6.	Are you currently a holder of a Private Hire or Hackney Carriage licence with this or any other authority:		
Yes / No			
Issuing Council:	Licence Number:	Issue date:	Expiry Date:

7.	Have you EVER be refused a licence or had a licence revoked or suspended by this or any other council?
Yes / No	

8.	Give details of all revocations, refusals and suspensions. Please continue on a separate sheet of paper if required.	Council	Revoked, Refused, Suspended?	Date	Reason

9.	Are you disqualified from being a Director of a Company under the Companies Act 1985?	
Yes / No		
10.	Are you subject to a bankruptcy order which has not been discharged?	
Yes/ No		
11.	Do you have any reason to believe that you are not a fit and proper person to hold a vehicle licence?	
Yes / No		
If YES, please give details: Continue on a separate piece of paper if required		

Any personal or special information you provide will be held by the Council on computerised and manual files (data may be made available on a public register as required by relevant legislation). Processing of the data will be necessary to fulfil its official functions. The data may be disclosed to other departments within the Council or other organisations, but only to ensure compliance with relevant legislation or for identification purposes or to prevent and detect fraud or a crime. Burnley Borough Council is a Data Controller in accordance with Data Protection legislation. The data may also be processed by third parties who provide services on behalf of the Council. More details may be found in the Privacy Notice on the Council's website or clicking here at https://www.burnley.gov.uk/about-council/other-information/privacy-notice-formally-fair-processing-notice BY SIGNING THIS DOCUMENT, YOU ARE AGREEING TO THE TERMS AND CONDITIONS OUTLINED AND THAT THE INFORMATION YOU HAVE PROVIDED IS ACCURATE AND TRUE.			
Signature:		Date:	

12.	If you are completing this form on behalf of the applicant, please complete the following:		
Your name:			
Your address:			
Your date of birth:			
Relationship to the applicant:			
Reason for completing the form on their behalf:			
By signing this document, I confirm that the applicant was in attendance and all questions / answers have been explained to the applicant and they confirm that they understand the details on the form.			
Signature:		Date:	

13.	Declaration. Please tick each box where appropriate	
I have made or enclosed payment of the fee		
I have enclosed all documents detailed on page 5		
My vehicle has been tested by one of the Councils approved testing stations and has passed		
I have enclosed a Basic Disclosure and Barring Service check (Vehicle Proprietors only who do not currently hold a driver's licence or operator's licence issued by Burnley Borough Council)		
I certify that I have completed this form in my own hand, unless otherwise stated, and that the particulars of the application are correct.		
I understand that it is a criminal offence to state anything in this application which is false or which I do not believe to be accurate or true.		
I have received and read and understood the Private Hire/Hackney Carriage Vehicle Licence conditions supplied to me and I undertake, in the event of a licence being granted, to observe and adhere to such conditions.		
I understand that it is an offence to drive a licensed Hackney Carriage or Private Hire Vehicle without a valid licence.		
I understand that it is an offence under Section 57 of the Local Government (Miscellaneous Provisions) Act 1976 Part II to knowingly or recklessly make a false statement or omit any material particular in providing information to obtain a licence.		
I consent to the Council conducting periodic Disclosure & Barring Service (DBS) status checks to identify any changes in my personal circumstances.		
I understand that Authorised Officers will conduct enforcement activities to identify non-compliance with licensing conditions and/or unlawful activity		
I declare that I have checked the answers given in this application and that to the best of my knowledge and belief they are correct.		
I confirm that I have given my consent to the proprietor of the vehicle to which this application relates, to undertake work for the Private Hire firm named below:		

Name and Address of Operator:		Operator's Stamp
Operator Licence Number:		
Signature of Operator:		
Date:		

It is your responsibility to make sure that your vehicle is not too old to be licensed. Please check your registration document and make sure that your vehicle will be under the age limit at the time you submit your application.

Before submitting your application:

1	Book a test appointment at one of the following:
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Lancashire County Engineering Services Brindley Close Network 65 Business Park Hapton Burnley	Marshall's Motor Engineers Unit 2 Kitchen's Garage Trafalgar Street Burnley
01282 470770	01282 428100 07860422843
Monday to Friday 07:30 – 14:45 Saturday 07:00 – 10:00	Monday to Friday 08:00 – 18:00 Saturday 08:00 – 12:00

CK Motors Unit 21 Smallshaw Ind. Estate Phoenix Way Burnley	Evans Halshaw Eastern Avenue Burnley
01282 423700	01282 425991 07855313383
Monday to Friday 08:00 – 18:00 Saturday 08:30 – 13:00	Monday to Friday 08:30 – 16:30 Saturday 08:30 – 12:00

Bates Car and Commercial Park Road Padiham	The fee for the test should be paid direct to the garage before the test begins. Test fees may vary. Speak with the garage of your choice to check the latest fees.
01282 779993	
Monday to Friday 08:00 – 18:00 Saturday 08:00 – 13:00	

2	Ensure you have the following documents:
a	A fully completed application form.
b	DBS Certificate (If applicable)
c	V5c (Vehicle Registration Document) which MUST be in your own name and address.
d	A valid certificate of insurance
e	The Vehicle Compliance Certificate (Council test certificate)