

Rossendale Borough Council
Licensing & Enforcement Unit
The Business Centre
Futures Park
Newchurch Road, Bacup
OL13 0BB
Telephone: (01706) 217 777 Option 7
e-mail: licensing@rossendalebc.gov.uk
web: www.rossendale.gov.uk/taxi



Application for the grant or renewal of a Private Hire Vehicle Licence

Rossendale Borough Council's policy on the licensing of hackney carriage and private hire drivers, vehicles and operators is available on the website at the address above. The Council expects that applicants would have read this policy which details vehicle standards including the required standards after the grant of the licence.

Please read these guidance notes before completing the application form. The application will only be accepted when it is fully completed, including all required documents being provided with the application form.

Vehicles which are any colour other than white will be permitted to be licensed as a private hire vehicle.

Tax Checks

Applicant's will need to confirm that they are aware of their tax responsibilities in the following scenarios:

- ❖ On application for the first time with Rossendale Council (and you do not hold or previously held the same type of licence with another authority;
- ❖ On application for a licence that you have already held but has not been valid for over a year.

Applicant's will need to complete a tax check and provide us with a tax check code on the application if they are:

- ❖ Renewing a licence;
- ❖ Applying for the same type of licence they previously held, that ceased to be valid less than a year ago;
- ❖ Applying for the same type of licence they already hold with another authority

Guidance to help applicants understand their tax registrations obligations can be found at the following sites:

- ❖ PAYE information: <https://www.gov.uk/income-tax/how-you-pay-income-tax>
- ❖ Registering for Self Assessment: <https://www.gov.uk/register-for-self-assessment>
- ❖ Corporation Tax Information: <https://www.gov.uk/corporation-tax>

Licensing Authorities are not permitted to grant licences unless the relevant awareness or tax check code has been provided.

Documents required with the application:

The documents listed below must be the original documents/certificates. No copies of any kind will be accepted.

- The full V5 registration certificate
- MOT (*dated within 1 month of the application date*)
- Rossendale Test Certificate (*dated within 1 month of the application date*)
- CCTV installation certificate (*from one of the Council's approved suppliers*)
- The relevant fee (£70.00)
- **Additional Documentation – a current insurance certificate showing private hire cover will be required upon collection of the plates**

Notes on the required MOT:

The MOT must be undertaken by any of the garages listed below:

- | | |
|-------------------------------------|--------------------------|
| ▪ J.A. Taylor Limited (Rawtenstall) | Telephone: 01706 217 152 |
| ▪ The Glen Service Station (Bacup) | Telephone: 01706 873 988 |
| ▪ Waterside Auto's (Haslingden) | Telephone: 01706 260 101 |

Renewal of licence:

Applications to renew a current vehicle licence may be made in the period of one month before the expiry of the licence. An application received after the licence has expired will be treated as a new application.

Vehicle Age Limits:

A vehicle may be first licensed before it reaches the age of 5 years from the date of first registration. Once licensed, the vehicle will be allowed to be licensed up to the age of 9 years and 364 days. In the case of vehicles classed as a minibus on their registration document, and any purpose built hackney carriage, they will be licensed up to the age of 12 years. If the current vehicle licence has expired and an application to renew was not submitted before its expiry, the vehicle cannot be licensed if it has reached the age of 5 years or over.

Types of vehicles allowed:

The licensing unit cannot licence any vehicle that was not originally manufactured and designed for the carriage of passengers.

CCTV Requirements:

From the 1st of January 2018, all new applications for licensed vehicles will need to be fitted with Council approved CCTV systems. Details of the relevant specification for such systems are attached at Appendix R of the Council's taxi licensing policy which is available from our website. Details of approved suppliers are listed on the Council's website too.

Licence & Fees:

The licence is issued for a period of 6 months (unless revoked or suspended) and the cost is £70.00. The licence will be issued to a registered partnership, limited company or an individual.

Brackets:

The Council does not keep or supply brackets for the plates once issued. You can buy brackets from Mogo by telephoning 01509 219 633 or by sending an email to sales@mogo.co.uk.

Basic Disclosure

Individual applicants who do not hold a valid hackney carriage driver's licence with Rossendale Council and if applying as a limited company, all Company Directors will be required to submit a basic disclosure obtained from Disclosure Scotland with the application. This certificate must be dated within 1 month of the application date. All applicants and company directors are required to submit a properly completed statutory declaration with the application which must have been completed within 1 month of the application date. Information relating to unspent convictions can be obtained from the FAQ section of the Disclosure Scotland website. If in doubt, applicants should declare all convictions.

How to submit your application

Full and complete applications are to be submitted by email to licensing@rossendalebc.gov.uk

Payment for the application can be made by debit/credit card, or by cheque (made payable to Rossendale Borough Council) or by postal order. The council do not accept cash payments.

Once the application has been granted we will make contact with you either by letter or telephone, we cannot answer enquiries about the status of your application

Please note that any

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Section A – Licence Required:

1.	Type of licence required:	Grant <input type="checkbox"/>	Renewal <input type="checkbox"/>
2.	Licence expiry date: <i>(if renewal)</i>	/	/
3.	Plate Number:	PHV	
4.	Tax Check Code:		

Section B1 – Individual Applicant:

If the applicant is a registered company, please continue to question 13.

5.	Surname:	
6.	First Names <i>(all)</i> :	
7.	Address:	
8.	Date of birth:	
9.	National Insurance No:	
10.	Daytime Contact Number:	
11.	Mobile Number:	
12.	Email address:	

Section B2 – Registered Companies as Applicant:

13.	Full name of company:	
14.	Registered address:	

15.	Company Number:			
16.	Full name and address of every Company Director: <i>(continue on a separate sheet if necessary)</i>	1.		
		2.		
		3.		
17.	Company contact telephone:			
18.	Company contact email:			

Section C – Checks (all applicants to complete):

19.	Do you (and all company directors) have any unspent convictions: <i>(if yes, please provide further details below. If you are unsure whether a conviction is spent or not, you should declare it anyway as the Council will disregard it if it is spent)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
20.		
21.	Do you have any pending prosecutions, have been charged with any offence or are you currently being investigated by the Police or any other enforcement agency for any motoring or criminal offence that you are aware of? <i>(if yes, please provide further details below)</i>	
22.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Further Details:
23.	Have you had a bankruptcy order made against you which has not been discharged:	
24.	Are you disqualified from being the direct of a company under the Companies House Act 1985?	

Section D – Vehicle Details:

25.	Registration Number:	
26.	Date of first registration:	
27.	Make:	
28.	Model:	
29.	Colour:	

30.	Seating Capacity (excluding the driver):	
31.	Name and address of any other person concerned in the keeping, employing or letting to hire of this vehicle:	
32.	Is this vehicle currently licensed with any other authority?	
33.	If yes, give details of the authority, licence number, issued date and expiry date:	
34.	Are there any outstanding applications for a licence for this vehicle with any other authority?	
35.	If yes, give details of the authority and application:	
36.	Are you the holder of a hackney carriage and/or private hire licence of any kind (driver, vehicle, operator) with any other authority?	
37.	If yes to the above, please provide details:	Authority: Licence No: Expiry Date:

Section E – Private Hire Operator Details:

38.	Please provide the name and licence number of the licensed Private Hire Operator from which you will obtain your work:	PHO
39.	Please provide their address and telephone number:	

Section F –Declarations:

I have enclosed the full and original V5 registration document	<input type="checkbox"/>
I have enclosed an MOT certificate and Rossendale Test certificate	<input type="checkbox"/>
I have enclosed a Basic Disclosure certificate and statutory declaration dated within 1 month	<input type="checkbox"/>
I have enclosed a CCTV installation certificate (<i>from 1st January 2018</i>)	<input type="checkbox"/>
I will provide a valid insurance certificate showing private hire cover upon collection of the plates	<input type="checkbox"/>
I confirm that I am aware of the content of HMRC guidance relating to my (our) tax registration obligations	<input type="checkbox"/>
I certify that I have completed this form in my own hand, unless otherwise stated, and that the particulars of the application are correct.	<input type="checkbox"/>
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.	<input type="checkbox"/>

Signature

The information I have provided will be held by the Council on computerised and manual files (data will be made available on a public register as required by relevant legislation).

The data may also be disclosed to other departments within the Council or other organisations, but only in order to ensure compliance with relevant legislation or for identification purposes or to prevent or detect fraud or a crime. Rossendale Borough Council is a registered Data Controller in accordance with the Data Protection Act 1998.

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.

I declare that to the best of my knowledge and belief, the answers given herein are true. If a licence is granted, I undertake to comply with any byelaws and conditions attached to the grant of the licence.

Signature:		Date:	
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Where the applicant is a registered company, please complete the details below

Name of Signatory:		Capacity:	
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