East Cambridgeshire
District Council

APPLICATION FOR THE VARIATION OF AN EXISTING LICENCE TO SPECIFY A NEW HACKNEY CARRIAGE OR PRIVATE HIRE VEHICLE

- **Please familiarise yourself with our terms and conditions before completing this application**
- **It is an offence to give false information - all questions must be answered.**
- **An application will not be deemed valid unless the Licensing Authority receives the following documents in addition to a completed and signed application form, and the relevant fee:**

1. V5 registration document[1]
2. Current insurance certificate covering the intended use (for the proposed vehicle)
3. Current compliance certificate (supplied directly to the Council by the authorised garage)
4. Individual Vehicle Approval certificate[2]
5. Meter installation/ calibration certificate (Hackney Carriage only)
6. Plate exemption paperwork (if applicable – Private Hire only)

[1] The V5 should be in the name of the current registered keeper of the vehicle, and must state M1 in the vehicle category. In cases where the full V5 is not available at the time of application, the new keepers slip will be accepted if it's accompanied by a purchase receipt. Where the V5 is not available due to the vehicle being brand new, a receipt of purchase/lease will be accepted.

[2] Required if the proposed vehicle is a non-standard "novelty" or "limousine" type vehicle, or the V5 for the proposed vehicle does not state M1 type approval.

- **The fee is £35.00 for both Hackney Carriage and Private Hire vehicle licence variations**

METHOD OF COMMUNICATION

- The Council's primary method of communication is by email.
- The Council may also communicate with you via text message to your mobile phone. As the Council is not a telecommunications company it will be necessary to use the services of a 3rd party such as BT or Virgin to provide this facility. Where text messaging is used the Council will observe the principles of the Data Protection Act 1998.
- By signing this application form you are agreeing to permit the Council to contact you using email, phone, text, and traditional paper based communication.

EXISTING LICENCE NUMBER

Please enter the existing Private Hire or Hackney Carriage vehicle licence number to be varied:

EXISTING VEHICLE DETAILS

1. Registration number:	2. Make and model:

PROPOSED VEHICLE DETAILS

3. Registration number:	4. Make and model:
5. Engine capacity:	6. Colour

7. Date of first registration (taken from V5):	8.Number of seats (excluding driver):
9. Is the vehicle a purpose built wheelchair accessible vehicle?: Yes ☐ No ☐	
10. Has the vehicle been modified since manufacture: Yes ☐ No ☐ (If yes, please provide details)	
11. What fuel does the vehicle use?: Petrol: ☐ Diesel: ☐ LPG: ☐ Bio-fuel: ☐ Hybrid: ☐ Electric: ☐	
12. Taximeter make (Hackney Carriage only):	

SUPPORTING DOCUMENTS CHECKLIST			
1. V5 logbook	Enclosed: ☐	To follow: ☐	
2. New keepers slip	Enclosed: ☐	To follow: ☐	N/A: ☐
3. Purchase/ lease receipt	Enclosed: ☐	To follow: ☐	N/A: ☐
4. Individual Vehicle Approval certificate	Enclosed: ☐	To follow: ☐	N/A: ☐
5. Insurance certificate	Enclosed: ☐	To follow: ☐	
6. Meter calibration certificate (HC only)	Enclosed: ☐	To follow: ☐	N/A: ☐
7. Plate exemption paperwork (PH only)	Enclosed: ☐	To follow: ☐	N/A: ☐

DECLARATION

Fraud Act 2006

I hereby declare that I fully understand, have read and checked the details and questions on this application form and the foregoing statements are true. I confirm that no other details of the licence to be varied have altered since it was issued. I understand that it is a criminal offence if I or anyone else gives false information, or makes a false representation, or fails to disclose information in order for me to obtain transfer a hackney carriage or private hire vehicle licence. I am fully aware that the provision of a false statement, or information in order to obtain a licence is an offence under the above Act which may result in the refusal of this licence application and any subsequent licence applications for a period of one to three years. I am also aware that any licence granted as a result of breaching the above Act will be immediately revoked. A refusal or revocation decision is not reliant on a formal conviction under the above Act being secured.

I have read the Taxi and Private Hire Guide, otherwise known as the “Blue Book” and I undertake, in the event of a licence being granted, to observe and comply with such conditions.

Signed by or on behalf of the applicant[2]

Signed (by the applicant):.....Date:.....

Print name:.....Capacity:.....

Signed (by the applicant):.....Date:.....

Print name:.....Capacity:.....

[2] If signing on behalf of a Ltd Company or LLP only one responsible person needs to sign.

DATA PROTECTION ACT 1998

East Cambridgeshire District Council is registered under the Data Protection Act 1998. This allows it to process personal data in performing its lawful business. Information held by the Council, including personal data you provide now or in the future, will be processed in compliance with data protection principles. Your personal data may be used to manage, monitor, improve and promote the Council's services. Where delivery of services or actions is in partnership with others, or dependent on the actions of others, it may also be shared with other persons or bodies in accordance with, and restricted to the terms of information sharing agreements and protocols. To protect public funds it may also be shared with other persons or bodies to prevent and detect fraud.

Further details are available on the Council's website www.eastcambs.gov.uk. If you have concerns about the processing of your personal data by the Council you may contact the Data Protection Officer at East Cambridgeshire District Council, The Grange, Nutholt Lane, Ely, Cambridgeshire, CB7 4EE or the Office of the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF