



Leicester  
City Council

Neighbourhood & Environmental Services

## Application for Private Hire Vehicle Licence

**Before completing this application form or taking any other action  
please read the guidance notes carefully**

The completed application form must be submitted **by appointment** to:

**The Licensing Unit  
Leicester City Council  
York House  
91 Granby Street  
Leicester  
LE1 6FB**

Between the hours of:

**Monday – Friday 9.30 am – 4.00 pm**

Together with:

- 1. Current valid certificate of insurance/cover note**
- 2. Documentary proof of ownership – Logbook or bill of sale**
- 3. Vehicle examination report**
- 4. Licence fee**
- 5. Current Private Hire Vehicle Licence (if applicable)**
- 6. Existing Plate off the back of the vehicle (if applicable)**

**PLEASE ANSWER THE FOLLOWING QUESTIONS CAREFULLY AND IN BLOCK CAPITALS  
PLEASE ANSWER ALL QUESTIONS FULLY (DASHES ETC WILL NOT BE ACCEPTED)**

Title: Mr/Mrs/Miss/Ms

Surname: .....

Forename(s) .....

Address: .....

.....

Post Code: ..... Date of Birth .....

Telephone: ..... Email: .....

Are you currently licensed as a Hackney Carriage and Private Hire Vehicle Driver? Yes/No\*<sub>(delete)</sub>

If "yes" please give Licence Number .....

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Current vehicle licence number (if any) .....

Vehicle Registration number ..... No. of passenger seats .....

Make ..... Model ..... Colour .....

Engine capacity ..... Date of first registration .....

Was the vehicle manufactured with a wheelchair facility? Yes/No

Has the vehicle been converted to carry wheelchair passengers? Yes/No

Has the vehicle been fitted with a security screen? Yes/No

Are seat belts fitted to all passenger seats where there are anchorage points or the law requires them to be fitted? Yes/No

- What type of fuel will be used?
- Diesel Fuel
  - Unleaded petrol whenever possible
  - LP Gas (Conversion Certificate required)
  - Hybrid Electric

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Full name(s) and address(es) of every owner or part owner of the vehicle:

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Full name(s) and address(es) of every person to whom the vehicle is let or rented:

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The address of every place where the vehicle is kept when not in use:

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Private Hire Operator you are working for:

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Please give details if any owner/part owner or proposed operator of the vehicle has been convicted of any offence or charged or reported for any offence which is outstanding:

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### DECLARATION

Please read this section carefully – only sign it if you understand it and it is true.

**IT IS AN OFFENCE TO KNOWINGLY OR RECKLESSLY MAKE A FALSE STATEMENT OR TO OMIT ANY MATERIAL PARTICULAR IN COMPLETING THIS FORM OR ANSWERING ANY FURTHER ENQUIRIES MADE BY THE LICENSING AUTHORITY IN CONNECTION WITH THIS APPLICATION**

I hereby apply for a Private Hire Licence.

I declare that the answers given in this application are full and correct and all matters relevant to the application have been declared.

I understand that any licence issued will be subject to:-

- (i) the provision of the Town Police Clauses Act 1847;
- (ii) byelaws made by the City Council under Section 68 of the 1847 Act;
- (iii) the provisions of the Local Government (Miscellaneous Provisions) Act 1976;
- (iv) the conditions of licence;
- (v) any other relevant laws, requirements or regulations which may come into force.

**Any personal information that you provide will be processed in accordance with current Data Protection laws. It will be used by Leicester City Council and our partners to deliver and improve services and fulfil our legal duties. We will not disclose any personal information to anyone else unless required or allowed to do so by law. Read more about how we use personal data in our [Fair Processing / Privacy Notice](#) on our website: [www.leicester.gov.uk](http://www.leicester.gov.uk)**

Signed ..... Date .....

