

APPLICATION FOR THE INITIAL GRANT OF A PRIVATE HIRE VEHICLE LICENCE



PHV.....

WARNING

It is an offence for an applicant knowingly or recklessly to make a false statement or to omit any material information in order to obtain a licence. Such action will reflect on the suitability of the applicant to hold such a licence.

SECTION 1 - APPLICANT DETAILS (MAIN PROPRIETOR)

(You must be the owner of the vehicle which is licensed and be able to prove this on request.)

Name	
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Residential Address (including post code)	
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Email address	
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Telephone number	
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Mobile number	
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Date of birth	
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Nationality	
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National Insurance Number	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>										

Are you a licensed driver of York Council?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Badge Number:	
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Have you ever held a private hire or hackney carriage driver and/or vehicle licence with any other council?	<input type="checkbox"/> Yes <small>(provide details below)</small>	<input type="checkbox"/> No
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Details: (including issuing authority, licence number, start date and expiry date)	
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Have you ever had a private hire or hackney carriage driver and/or vehicle licence suspended or revoked by another authority?	<input type="checkbox"/> Yes <small>(provide details below)</small>	<input type="checkbox"/> No
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Details: (including issuing authority, licence type, dates of suspension / revocation)	
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Do you intend to use the vehicle entirely or predominantly in York?

Yes
(provide details below)

No

If the applicant is a company or partnership, please provide details of all directors or partners below.

Director/Partner	Date of birth	Address and telephone number

SECTION 2 - ADDITIONAL PROPRIETORS

State the name and address of every person (including any limited company) who is a proprietor or part proprietor of the vehicle or is concerned in the keeping, employing or letting on hire of the vehicle. (this section must be completed even if you have previously given notification in writing)

Proprietor name	Date of birth	Address and telephone number

SECTION 3 - VEHICLE DETAILS

From the (22nd November 2024), only the following European Standards will be accepted for new private hire vehicle applications, and any subsequent replacement of these vehicles, and all replacement vehicles for both taxi and private hire:

- a petrol/diesel vehicle (or petrol / diesel hybrid vehicle) with >75g/km CO2) that is Euro VI or better and less than 10 years old.
- an Ultra Low Emission Vehicle (ULEV*see definition) including fully electric vehicles (EVs) and Plug-in Hybrid Electric Vehicles (PHEVs) that are Euro VI or better.
- any wheelchair accessible vehicle (WAV) that is Euro VI or better. (For the avoidance of doubt, as well as petrol and diesel vehicles that are Euro VI or better, this includes, Euro VI petrol / diesel hybrids / plug-in hybrid electric vehicles (PHEVs) and all fully electric WAVs**)

*ULEVs are currently defined as having less or equal to 75 grams of CO2 per kilometre (g/km) from the tail pipe. The CO2 count can be ascertained using the following website - <https://www.gov.uk/get-vehicle-information-from-dvla>.

From (22nd November 2024) private hire vehicles must be any colour other than black. This requirement will apply to currently licensed vehicles upon change of vehicle. Private hire vehicles that have been granted the 'Private Hire Vehicle Licence Plate and Signage Exemption' (Executive Vehicles), will be exempt from this requirement.

Registration number	
Make and model	
Colour	
Fuel Type	
Date of first registration	

Meter fitted? <input type="checkbox"/> Yes If fitted please state make <input type="checkbox"/> No	
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Is this a wheelchair accessible vehicle? <input type="checkbox"/> Yes* <input type="checkbox"/> No	Number of seats (Not including driver)	
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* If **yes**, it must have European Community Whole Vehicle Type Approval (ECWVTA). This will be shown on either the vehicle's V5 registration document, additional chassis number on the vehicle and by a 'Certificate of Conformity'.

Are the seating arrangements kept in accordance with the manufacturer's original specification?	<input type="checkbox"/> Yes If no , it may be subject to testing under the <input type="checkbox"/> No Individual Vehicle Approval (IVA) scheme: GOV.UK individual vehicle approval web page
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Name of private hire operator(s) / where vehicle is worked:	
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List any other named drivers & badge numbers	
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SECTION 4 - DECLARATION

In connection with the Council application for a Private Hire vehicle licence, I undertake that throughout the duration of the licence period:-

- I will comply with all conditions, regulations and byelaws, copies of which I have received and read.
- I have read and understand the implications of the warning regarding the making of a false declaration in relation to this application and confirm that to the best of my knowledge the particulars I have provided with this application are correct.
- I have read and understand the City of York Council's Taxi Licensing Privacy Notice.

I understand that failure to comply with this undertaking may result in the licence being revoked, suspended or not renewed. I hereby apply to renew my private hire vehicle licence. I confirm I am the owner of the vehicle described on this form.

Signature:

Date:

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SECTION 5 - PERSONAL DATA AND INFORMATION SHARING

This authority requires the requested information in order to process your application for a licence. It has a duty to protect and safeguard the public and therefore may share the information you have provided on this form. For details of the information we collect and how we use it, please see the Taxi Licensing Privacy Policy on our website <https://www.york.gov.uk/privacy/TaxiAndPrivateHireLicensing>

This authority is under a duty to protect the public funds it administers. We may share information internally and externally with other organisations responsible for auditing or administering public funds, or where undertaking a public function, in order to prevent and detect fraud. We may also disclose information to a Specified Anti-Fraud Organisation for the purpose of preventing fraud under Section 68 of the Serious Crime Act 2007.

SECTION 6 - PROPRIETOR CHECKLIST

An application will not be determined unless the licensing authority is in receipt of:

- a fully completed application form
- the appropriate fee
- the vehicle registration document (V5C) in the name of the applicant or formal confirmation from the DVLA that the vehicle has been registered in the applicant's name, and verifiable proof of ownership may be accepted (such as a bill of sale from a reputable firm or a statutory declaration)
- a current tail lift certificate, copy to be produced (if applicable)
- a current vehicle insurance certificate or cover note which includes the carriage of passengers for private hire, hire and reward, (before grant of licence)
- confirmation that the vehicle has Road Tax and an MOT test certificate, if applicable (this will be checked online)
- a satisfactory basic criminal record check from <https://www.gov.uk/request-copy-criminal-record> for each proprietor or in the case of a company or partnership, for every director and partner (not applicable to drivers and operators already licensed by City of York Council)

Please return the completed form & documents to Licensing Section, Eco Depot, Hazel Court, York, YO10 3DS.

SECTION 7 - OFFICE USE ONLY

PRIVATE HIRE VEHICLE LICENCE NO.....

TAX INS MOT HPI DBS V5 or PO

FEE PAID:

DATE PAID:

RECEIPT NO.

DATE LICENCE COMMENCES:

DATE LICENCE EXPIRES:

SIGNED:

DATE ISSUED: