

**EREWASH BOROUGH COUNCIL**

**APPLICATION FOR THE GRANT / RENEWAL / CHANGE OF A  
HACKNEY CARRIAGE / PRIVATE HIRE LICENCE**

To: Erewash Borough Council  
Licensing Section  
The Civic Centre  
Derby Road  
Long Eaton, NG10 1HU

[www.erewash.gov.uk](http://www.erewash.gov.uk)



If you are completing this form by hand, please write legibly in block capitals using ink

Application for:  
(Delete as appropriate)

Receipt No.....

**NEW / RENEWAL  
CHANGE OF VEHICLE**

**Section A – Details of Applicant**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Trading As (COMPANY NAME): \_\_\_\_\_

Business or Home Address: \_\_\_\_\_

\_\_\_\_\_ Telephone No. (Business Hours) \_\_\_\_\_

**If this is an application for the renewal  
of a Hackney Carriage/Private Hire Vehicle  
Licence, please state numbers**

**HC** \_\_\_\_\_

**PHV** \_\_\_\_\_

**If New application please state which Zone:**

**LE** \_\_\_\_\_

**ILK** \_\_\_\_\_

**NEW APPLICANTS ONLY**

Have you ever been refused a hackney carriage or private hire vehicle licence with any other Authority?

YES/NO

If YES, give details

Date

Licensing Authority

Details:

**Section B - Detail of Vehicle**

Vehicle Registration Number

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Make & model: \_\_\_\_\_

Year of Registration \_\_\_\_\_

Colour: \_\_\_\_\_

Seating capacity (excluding driver) please circle

4	5	6	7	8
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Fuel (please tick)

**PETROL / DIESEL**

Engine Size / Capacity

\_\_\_\_\_ **cc**

Is your vehicle wheelchair accessible or been modified to accommodate disabled passengers.

**YES/NO**

**PRIVATE HIRE VEHICLE ONLY:**

In which town or locality is it intended that the vehicle will be principally used as a private hire vehicle?

**ILKESTON / LONG EATON**

**Section C - Declaration**

I HEREBY DECLARE that:

I am the sole proprietor of the vehicle described above and that there is no person besides me interested in the said vehicle.

OR

I am a licensed driver acting on behalf of the previously named company.

I HEREBY APPLY to the Erewash Borough Council for the grant/renewal of a Hackney Carriage/Private Hire Vehicle Licence in respect of the vehicle described for the term of one year. If my application is granted, I undertake to comply with the Byelaws, Regulations and Conditions relating thereto and for the time being in force.

I have read the vehicle specification subject to which this application will be considered, and confirm that the vehicle meets the requirements set out therein. I understand that I may be liable to prosecution if I have, knowingly or recklessly made a false statement or omitted any material particular from this application.

DATE : \_\_\_\_\_

SIGNED: \_\_\_\_\_

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also, and on occasions will be required to, share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see the Fair Processing Notices on Erewash Borough Councils Website (<http://www.erewash.gov.uk/fairprocessing>) or contact the Internal Audit Manager on 0845 9072244 Ext 3531.

Erewash Borough Council collects personal information when you contact us for any services we provide. We will use this information to provide these services. We may need to share your information with service providers and other departments within EBC to ensure that you receive the best possible service. If so, this will be made clear in our privacy notice. We will not share your information with third parties for marketing purposes or any other reason unless required to do so by law.

For more information explaining how we protect and use your information please see our privacy policy at [www.erewash.gov.uk/privacy](http://www.erewash.gov.uk/privacy)

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## **NOTES:**

1. **Please read thoroughly the Council's specification for Hackney Carriage and Private Hire Vehicles to make sure your vehicle complies. Failure to do so may mean that your licence or inspection fee will be lost. You are strongly advised to contact the Licensing office before purchasing a vehicle to check its suitability for use as a Hackney Carriage or Private Hire car.**
2. An appointment for a vehicle test can be made by telephoning the Contact Centre on 0115 9072244. Please note that you will be charged a retest fee should you fail to keep your appointment. Your vehicle will not be accepted for testing unless you can produce a receipt for your licence fee. A satisfactory mechanical inspection report will need to be produced at the above office before a licence can be issued.
3. For health and safety reasons NO children will be allowed into Merlin House Depot under any circumstances as it is a working area. If you arrive with children, the test centre will refuse to test the vehicle and a retest will need to be paid for and arranged. It is advised that only the licensed driver attends the test and if possible wear their driver's badge as identification.
4. If your vehicle requires a retest, a fee of either £22.00 or £43.00 will be payable dependant on length and complexity of retest.
5. When completed, this form should be returned by appointment to the Licensing Section, The Civic Centre, Derby Road, Long Eaton, NG10 1HU together with:-
  - a) Vehicle registration document (if this is not enclosed, please attach a note explaining the position).
  - b) Valid insurance certificate for Hackney Carriage/Private Hire use – **For 1 year.**
  - c) Valid Department of Transport test certificate (where appropriate).
  - d) Valid Vehicle Test Certificate obtained from the Council test depot at Merlin Way
6. If a licence is granted to you, this will be subject to conditions. Copies of these conditions may be obtained, free of charge from the Licensing Office (0115 9071110).

## **The Air Quality (Taxi and Private Hire Vehicles Database) (England and Wales) Regulations 2019**

Please note: From 1 May 2019, Licensing Authorities in the UK are legally required to provide information to the Department for Environment, Food and Rural Affairs (DEFRA). This is for the purpose of reducing air pollution and includes the vehicle registration mark of all vehicles that are licensed by the Authority. DEFRA will use this information in order to form a centralised database. For further details, please contact the Licensing team on 0115 9071110