



**APPLICATION FOR HACKNEY CARRIAGE/PRIVATE HIRE VEHICLE LICENCE**

Phone number: 01623 463181

Contact Email: [licensing@mansfield.gov.uk](mailto:licensing@mansfield.gov.uk)

Vehicle applications can be dealt with at the Civic Centre by appointment only if needed

Administration Fees Payable at Civic Centre Date: Receipt	<b>Code to 131 101 1934</b>	Fee per Hackney Carriages (all application types) <b>£285.00</b> (Non-refundable element £232.91)	Fee per Private Hire Vehicles (all application types) <b>£261.00</b> (Non-refundable element £210.86)	Fee For Transfers <b>Hackney - £244.00</b> <b>Private Hire - £219.00</b>	Brackets for Plate <b>£12.00</b>	Plate Replacement <b>£42.00</b>
Test Fees payable at Hermitage Lane	Fee per HV and PV <b>£44.00</b>	Failure Retest Fee <b>£32.00</b>	Compliance Test Fee <b>£26.50</b>	Non attendance <b>£44.00</b>		
INS.CERT.	COVER NOTE	EXPIRY DATE	VEH.REG. CERT:	HPI CERT for new vehicles	MOT EXPIRY DATE:	Fee Less Refund
PLATE NO:	REG NO:	*COMPLIANCE CERTIFICATE (for original/replacement applications) : <b>YES / NO</b>				

**PLEASE COMPLETE THIS FORM IN BLACK INK AND IN YOUR OWN HAND WRITING USING CAPITAL LETTERS**

APPLICANT

FULL NAME: .....  
 ADDRESS: .....  
 .....  
 EMAIL: .....  
 TEL NO: .....

PARTICULARS OF VEHICLE

REGISTRATION NO: ..... MAKE: .....  
 MODEL: ..... C.C: ..... COLOUR: .....  
 DATE FIRST REGISTERED: .....  
 TO SEAT: ..... PERSONS (BEING NOT LESS THAN 4 EXCLUDING THE DRIVER)  
 (Can be found on registration documentation)

PART PROPRIETORS OF VEHICLE (IN ADDITION TO APPLICANT) REGISTERED OWNER AND/OR KEEPER (STATE BOTH IF DIFFERENT)

NAME: ..... NAME: .....  
 ADDRESS: ..... ADDRESS: .....  
 .....  
 .....

**FULL NAME AND ADDRESS OF PERSON(S) TO WHOM THE VEHICLE IS LET OR RENTED (TO BE COMPLETED FOR HACKNEY & PRIVATE HIRE VEHICLES)**

NAME: ..... NAME: .....  
ADDRESS: ..... ADDRESS: .....  
.....  
.....

**ADDRESS WHERE VEHICLE IS KEPT WHEN NOT IN USE (If different from home address)**

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**PRIVATE HIRE VEHICLE OPERATOR – This must be signed for all private hire vehicles.**

TRADE NAME.....  
SIGNED BY OPERATOR(S) .....DATED.....

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METERS - STATE WHETHER A TAXI METER IS FITTED	<b>YES/NO</b>
IS THE VEHICLE WHEELCHAIR ACCESSIBLE	<b>YES/NO</b>

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**We must protect the public funds we handle, so we may use the information you have given us on this form to prevent and detect fraud.** Under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 Mansfield District Council may have to release the information contained in this form if asked to do so.

**Privacy Notice**

We will use the information provided by you for purpose, assessing the application. The basis under which the Council uses personal data for this purpose is Public Task. The information provided by you includes the following special categories of personal data:

- sexuality and sexual health
- religious or philosophical beliefs
- ethnicity
- physical or mental health
- trade union membership
- political opinion
- genetic/biometric data
- criminal history

Information in these categories is used by the Council on the basis that such use is necessary for reasons of substantial public interest, and in accordance with the provisions of the Data Protection Act 2018. The information that you have provided will be kept in accordance with the Council's retention schedule which can be found at <https://www.mansfield.gov.uk/privacy>

The information provided by you may also be used for the purpose of any other function carried out by the Council. Information about these functions and the legal basis on which information is used by them, your rights and the Council's Data Protection Officer (DPO) can be found on the Council's detailed privacy notice which can be found at <https://www.mansfield.gov.uk/privacy> or requesting a copy by writing to the Data Protection Officer, Mansfield District Council, Chesterfield Road South, Mansfield, Notts. NG19 7BH.

**Declaration**

I/We have received and read a copy of the Council's General Conditions of Licence and undertake in the event of a licence being granted to observe and perform such conditions. I/We understand that I/We may be liable to prosecution if I/We have knowingly or recklessly made a false statement or omitted any material particular from this application.

SIGNED (BY APPLICANT):.....DATED:.....

SIGNED (BY APPLICANT):.....DATED:.....

## Notes

1. Please read thoroughly the conditions of this application to make sure the vehicle is compliant. Failure to do so may mean that your licence fee will be lost. Should the vehicle fail to comply with the current specifications and you choose to appeal the decision then you must submit an application and pay the application fee. If the decision of the panel is to refuse the application then you will only be entitled to a part refund. The refund is the enforcement element of the fee for a private hire vehicle. For a hackney carriage it is for the enforcement element and rank upkeep.
2. New applications for vehicles 4 years of age or over will not be accepted.
3. If a licence is granted to you this will be subject to conditions. Further copies of these conditions can be obtained from the Council's web site.
4. Any changes in the particulars set out above must be notified in writing to the Licensing office within 14 days.
5. To enable your application to be dealt with expeditiously you should enclose:-
  - (a) The appropriate fee and
  - (b) Certificate of insurance with the correct 'Limitations of use' (as quoted on the certificate)
  - (c) V5 – Vehicle registration document
  - (d) M.O.T. certificate:-
    - (a) Hackney carriage - 1 year old or more
    - (b) Private hire vehicle - 3 years old or more

If a cheque for a licence is dishonoured, the licence will be void from the date of issue and your vehicle will be unlicensed for use as Hackney Carriage or Private Hire purposes.

In the case of a replacement vehicle a proportional refund of the replaced vehicle's licence fee will be calculated in accordance with the table below, and deducted from the new licence fee.

The Licence fee will be reduced by 10% for vehicles using LPG/LDG "green fuel"

### Replacement Vehicle - Table of Refund

Number of Complete Months Remaining on Licence	Refund Due		Number of Complete Months Remaining on Licence	Refund Due	
	Hackney Carriages	Private Hire Vehicles		Hackney Carriages	Private Hire Vehicles
1	10.00	9.00	7	70.00	63.00
2	20.00	18.00	8	80.00	72.00
3	30.00	27.00	9	90.00	81.00
4	40.00	36.00	10	100.00	90.00
5	50.00	45.00	11	110.00	99.00
6	60.00	54.00			

6. The vehicle must comply with the standard vehicle specification for hackney carriages and private hire vehicles (see Council's web site for specifications document).  
The applicant is responsible for arranging own test date directly with the depot and paying the appropriate test fee at the Council's Depot, off Hermitage Lane Mansfield NG18 5GU. Depot telephone number: 01623 463717.
7. If a licensed vehicle fails its depot test and its plate is removed and licence suspended the vehicle must not be used for hackney carriage or private hire work. In all other cases of failure the vehicle **must be returned to the depot for a re-test within 14 days**, unless by prior agreement with an authorised officer.

8. In certain circumstances on passing a depot inspection and test you will be issued with the vehicle plate at the depot. Otherwise the plate and licence will be issued at the Civic Centre. In any case the plate must be fitted to the vehicle in accordance with the Council's vehicle's conditions.

**New applicants** - please read the conditions of licence and notes and retain for future reference - copies can be obtained from the council's website.