

OFFICE USE ONLY							
FEES:	NEW	RENEW	AGE	P/EXEMPT	RECEIPT NO.	DATE OF PAYMENT	INITIALS
Private Hire	£397	£393	£51	£32.50			
Hackney	£413	£407	£51				
Retest	£20.50	Bracket & magnet		£36			
Change of Vehicle / Registration / Owner							
6 Month Test Date & Time							



VEHICLE LICENCE APPLICATION FORM

This application is the responsibility of the applicant and will be processed once the fee is paid and all required documents are submitted. A complete application needs to be submitted before your vehicle test date. Once your vehicle passes the compliance test the vehicle will be licenced and your plate will be ready for collection. Once licenced, a vehicle can only be driven by a driver licenced by Milton Keynes Council.

1 APPLICATION	
Are you applying for a: <input type="checkbox"/> NEW PRIVATE HIRE - £397 <input type="checkbox"/> NEW HACKNEY CARRIAGE - £413 <input type="checkbox"/> RENEWAL PRIVATE HIRE - £393 <input type="checkbox"/> RENEWAL HACKNEY CARRIAGE - £407 (Fee include two vehicle tests)	
DOCUMENTS TO SUBMIT	RENEWALS
<input type="checkbox"/> Insurance Certificate <input type="checkbox"/> V5 Log Book <input type="checkbox"/> MOT Certificate <input type="checkbox"/> Calibration Certificate (Hackney only)	PLATE NO: _____ EXPIRY: _____ IS THE VEHICLE OVER 10 YEARS OLD? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, – do you want to apply for an age exemption at an additional cost of £51? <input type="checkbox"/> YES <input type="checkbox"/> NO Are you changing vehicle at renewal? <input type="checkbox"/> YES <input type="checkbox"/> NO
	VEHICLE TEST DATE & TIME

2 VEHICLE	
The council has a policy about the vehicles it will licence including engine size, seat configuration, age, signage etc. It is the applicant's responsibility to read the policy and ensures that the vehicle meets all relevant criteria before purchasing a vehicle and presenting it to be licenced.	
IS THIS VEHICLE IS ON THE COUNCILS' APPROVED VEHICLE LIST: <input type="checkbox"/> YES <input type="checkbox"/> NO	
VEHICLE REGISTRATION	Date of Registration
MAKE	Model
Number of Doors	Number of Passengers
ENGINE SIZE (1.6 or above)	COLOUR

3 PROPRIETOR (vehicle owner)	
Company Name	
FIRST NAME(s)	SURNAME
Combined Badge Number (if applicable)	
CURRENT ADDRESS	
POSTCODE	TELEPHONE
E-MAIL (please write clearly)	

Taxi Licensing Data Protection Privacy Statement

We collect and use information about you so that we can provide you with licensing services under Legislation. Full details about how we use this data and the rights you have around this can be found at www.milton-keynes.gov.uk/privacy. If you have any data protection queries, please contact the Data Protection Officer at data.protection@milton-keynes.gov.uk.

4	JOINT PROPRIETORS	
ARE THERE ANY OTHER OWNERS OF THE VEHICLE / JOINT PROPRIETORS?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Name		
Address		
Email (please write clearly)		

5	Employed, Letting & Keeping	
If applicable, please state person (driver) who will use the vehicle in an employed, letting or keeping capacity		
Name	Address	Badge Number
Is this person insured to drive this vehicle?		<input type="checkbox"/> YES <input type="checkbox"/> NO

6	HACKNEY CARRIAGES ONLY	
Do you intend to use the vehicle predominantly for public hire in Milton Keynes?		<input type="checkbox"/> YES <input type="checkbox"/> NO

7	PRIVATE HIRE ONLY	
PRIVATE HIRE OPERATOR. (Please state which operator will operate the vehicle.)		
IS THE VEHICLE PLATE EXEMPT?		<input type="checkbox"/> YES <input type="checkbox"/> NO
If you wish to continue your plate exemption you will need to complete the below 2 questions and pay a fee of £32.50		
Reason for Exemption	<input type="checkbox"/> Public Safety Issue	<input type="checkbox"/> Legitimate Business Need
Has the vehicle previously been granted plate exempt status	<input type="checkbox"/> YES <input type="checkbox"/> NO	

8	WHEELCHAIR ACCESSIBLE VEHICLES (WAVs)	
Is your vehicle a WAV?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Are you aware that as a licensed vehicle proprietor you must ensure that all licensed drivers have wheelchair training before they drive a WAV?	<input type="checkbox"/> YES <input type="checkbox"/> NO	

9	TEMPORARY HIRE	
Is your vehicle to be used as a temporary hire vehicle	<input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, please provide the plate number and registration number of the damaged vehicle this will replace		

10	DECLARATION	
<p>I have read and understood the relevant taxi/private hire legislation, byelaws, Council Policies and conditions attached vehicle licences authorised by Milton Keynes Council. I therefore declare that I have read, understood and agree to the statements above and that the information provided by me is true. If a licence is not granted an administration fee will be deducted from any requested refund.</p>		
Signed: _____		Date: _____
Name Printed: _____		Date of Birth: _____