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| MKC TLS - Synergy Park, Chesney Wold, Bleak Hall, Milton Keynes, MK6 1LY | Taxi@milton-keynes.gov.uk | 01908 252860  |
| OFFICE USE ONLY |
| Fees: | **NEW** | **RENEW** | **AGE** | **Pex** | **RECIEPT NO.** | **INITIALS**  | **FLARE** |  | FINAL FLARE UPDATE INITIALS/DATE |
| HACKNEY | **£345** | **£340** | **£50** |  |  |  | **M** |  |
| PRIVATE HIRE | **£330** | **£326** | **£50** | **£32** |  |  | **T** |  |
| RE-TEST |  |  | **£10/£20/£30** |  |  | **P-DATE** |  |

**VEHICLE LICENCE APPLICATION FORM**

**THE COUNCIL WILL ONLY PROCESS AN APPLICATION ONCE IT IS COMPLETE WITH ALL REQUIRED DOCUMENTS. THE APPLICATION IS THE RESPONSIBILITY OF THE APPLICANT. APPLICATIONS WILL BE PROCESSED AND LICENCES GRANTED NO EARLIER THAN 3 WORKING DAYS AFTER THE COMPLETION OF AN APPLICATION.**

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| 1 | APPLICATION |
| ARE YOU APPLYING FOR A: HACKNEY CARRIAGE 🞎 PRIVATE HIRE 🞎  |

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| **DOCUMENTS TO SUBMIT** | **RENEWALS** |
| **INSURANCE CERT. 🞎****LOG BOOK 🞎****MOT 🞎****CALIBRATION CERT. (HACKNEY ONLY) 🞎****COUNCIL TEST CERT. 🞎** | PLATE NO: | EXPIRY : |
| **IS THE VEHICLE OVER 10 YEARS OLD?** YES 🞎 NO 🞎  |
| If yes you will need to apply to be age exempt. This costs a further **£50.00** |
| **IS THE VEHICLE PLATE EXEMPT?** YES 🞎 NO 🞎  |
| If you wish to continue this you will need to submit a further application and fee of: **£32.00.** |

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| **2** | **YOUR VEHICLE** |
| **IMPORTANT: THE COUNCIL HAS A POLICY ABOUT THE VEHICLES IT WILL LICENCE INCLUDING ENGINE SIZE, SEAT CONFIGURATION, AGE, SIGNANGE ETC. IT IS YOUR RESPONSIBILITY TO READ THAT POLICY AND ENSURE THAT YOUR VEHICLE MEETS ALL RELEVANT CRITERIA BEFORE PURCHASING A VEHICLE AND PRESENTING IT TO BE LICENSE.****NEW VEHICLES:** **HAVE YOU READ THE COUNCIL POLICY AND CONFIRMED THAT THE VEHICLE IS ON THE COUNCILS’ APPROVED VEHICLE LIST: YES 🞎 NO 🞎** |
| VEHICLE REGISTRATION |  |
| MAKE |  |
| MODEL |  |
| NO. DOORS |  | NO. PASSENGERS |  | COLOUR |  |
| ENGINE SIZE1.6 or above |  | Is the vehicle over 6 years of age? | YES 🞎 NO 🞎 | Is the vehicle over 10 years of age? | YES 🞎  NO 🞎 |

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| **3** | **PROPRIETOR DETAILS****Guidance Note: The Proprietor is the applicant who is applying to licence the vehicle, owns the vehicle and must sign this application.**  |
| FIRST NAME(s) |  | SURNAME |  |
| CURRENT ADDRESS |  |
|  |
| POSTCODE |  |
| TELEPHONE |  | E-MAIL |  |
| ARE THERE ANY OTHER OWNERS OF THE VEHICLE / JOINT PROPRIETORS?  | YES 🞎 NO 🞎 |
| **JOINT PROPRIETORS** |
| Name | Address |
| Name | Address |
| Name | Address |
| **WILL THE VEHICLE BE KEPT AT THE ADDRESS STATED ABOVE?**  YES 🞎 NO 🞎 |
| **If no, please state the address the vehicle will be kept at:**  |
| **IS THE VEHICLE TO BE USED AS A TEMPORARY HIRE VEHICLE?** YES 🞎 NO 🞎 |
| **PRIVATE HIRE OPERATOR** | Please state which private hire operator will operate the vehicle. |

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| **DRIVERS** |
| **Other than the main applicant for this licence (proprietor) please list any other licensed person who will drive the vehicle.****Please note listing “Any driver” or similar is not acceptable.**  |
| Name | Address | Badge number |
| Name | Address | Badge number |
| Name | Address | Badge number |
| Name | Address | Badge number |
| **DO YOU UNDERSTAND THAT IF ANYOTHER PERSON DRIVES THE VEHICLE WHO IS NOT NAMED ABOVE OR ON THE LICENCE WILL BE IN BREACH OF LICENCE CONDITIONS** **YES 🞎 NO 🞎** |

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| **4** | **HACKNEY CARRIAGES ONLY** |
| Do you intend to use the vehicle predominantly for public hire in Milton Keynes? YES 🞎 NO 🞎 |
| Has your meter been unsealed, re-calibrated or tampered with since your last calibration certificate was issued? YES 🞎 NO 🞎  |
| Have you read and understood and intend to comply with the Councils Hackney Carriage bye-laws? YES 🞎 NO 🞎 |

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| **5** | **WHEELCHAIR ACCESSIBLE VEHICLES (WAV’S)** |
| Is your vehicle a WAV? | YES 🞎 NO 🞎 | If yes, does it load wheelchairs from the: SIDE 🞎 OR THE REAR 🞎 |
| Does your vehicle have a purpose designed wheelchair lift? | YES 🞎 NO 🞎 | If yes, do you hold a relevant LOLER certificate? (This is a legal requirement for purpose built lift) | YES 🞎 NO 🞎 |
| HAVE ALL THE NAMED DRIVERS CARRIED OUT COUNCIL REQUIRED WHEELCHAIR TRAINING? | YES 🞎 NO 🞎 |

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| 6 | **IMPORTANT! CONDITIONS OF LICENCE** |
| **The Council’s Policy, particularly Annexes A and C sets out the conditions that will apply to your licence. By signing and completing this form you are agreeing to all of those conditions.** By completing this application you are assumed to have read, understood and will comply with all of the conditions of your licence. These Include:You must have a fire extinguisher and first aid kit in your vehicle.You must hold relevant vehicle insurance for the activity your vehicle will be licensed for (i.e. private or public hire).You must provide updated insurance to us within 72 hours of any change to your insurance.Your vehicle must be registered with the DVLA to pay (or be exempt from) Road Tax You must have a valid MOT (unless exempt) for your vehicle.You must notify the Council within 72 hours of any change to the named drivers on your licence, change to operator of the vehicle or change to address where the vehicle is kept.  |

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| **7** | **Applicants Declaration** |
| **GUIDANCE NOTE: R**ead the declaration below and ONLY SIGN if you have read and understood the terms of making your application. If you **do not** sign we **will not** accept your application. If you do not wish to sign and still apply you will need to make a separate written request to the Council. |
| I, the above named applicant, request that the Council grant to me the licence applied for; upon my vehicle being satisfactorily tested and present this application along with my insurance, log book, MOT, Road Tax and the relevant fee. I have read and understood the Council’s Statement of Hackney Carriage and Private Hire (Taxi) Licensing Policy and I undertake to comply with the relevant legislation, byelaws, Council Policies and any conditions attached to the grant of any licence to me. I understand that, as a licence holder, it is my responsibility to read, understand and comply with the conditions and legal requirements applicable to me.I have read and fully understand the above information and I declare that to the best of my knowledge and belief the information provided and the statements I have made, on this form are true and correct. I understand that to provide false information or make a false statement, knowingly or recklessly, or omit any information from this application is an offence and may result in prosecution and/or the revocation of the respective licence.I understand that once my application is submitted and processed by the Council I will not be due a refund of the Council’s administrative charges should I later chose not to use my licence or replace my vehicle with another. Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**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](http://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