



APPLICATION FOR HACKNEY CARRIAGE / PRIVATE HIRE VEHICLE LICENCE *(delete as appropriate)*

Any personal or special information you provide will be held by the Council on computerised and manual files (data may be made available on a public register as required by relevant legislation). Processing of the data will be necessary in order to fulfil its official functions. The data may also be disclosed to other departments within the Council or other organisations, but only to ensure compliance with relevant legislation or for identification purposes or to prevent and detect fraud or a crime. Burnley Borough Council is a Data Controller in accordance with Data Protection legislation. The data may also be processed by third parties who provide services on behalf of the Council. More details may be found in the Privacy Notice on the Council's website or clicking here at <https://www.burnley.gov.uk/about-council/other-information/privacy-notice-formally-fair-processing-notice>

VEHICLE DETAILS

Registration Number	Licence Number.....
Make	
Model	
Colour	
Engine Capacity	
Number of Seats (excluding Driver)	

APPLICANT DETAILS (to be completed in full)

Surname
First Name
Date of Birth
Address
.....
Post Code
Tel. No.
Mobile No.

DECLARATIONS

I declare that I have checked the answers given in this application and that to the best of my knowledge and belief they are correct.

I understand that it is an offence under Section 57 of the Local Government (Miscellaneous Provisions) Act 1976 Part II to knowingly or recklessly make a false statement or omit any material particular in providing information.

I have received and read the conditions of licensing and I undertake, in the event of a licence being granted, to observe and adhere to such conditions. [Warning: You are liable to prosecution if you knowingly make a false statement to obtain a private hire vehicle licence. Any other person who knowingly makes a false statement to help you obtain a licence will also be liable to prosecution.]

Applicants Signature		Date	
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All Private Hire Vehicle applicants and those Hackney Carriage applicants who intend to work for a Private Hire Operator must complete this section.

I confirm that I have given my consent to the proprietor of the vehicle to which this application relates, to undertake work for the Private Hire firm named below			
Licensed Operator Signature		Date	
Operators name and address / stamp (if applicable)			
.....			
.....			
.....			

PLEASE READ IMPORTANT NOTES CAREFULLY

IT IS YOUR RESPONSIBILITY TO MAKE SURE YOUR VEHICLE IS NOT TOO OLD TO BE LICENSED. CHECK YOUR REGISTRATION DOCUMENT AND MAKE SURE YOUR VEHICLE WILL BE UNDER THE AGE LIMIT AT THE TIME YOU ATTEND THE LICENSING OFFICE FOR YOUR LICENCE.

- 1. To book a test appointment telephone either:**
 - **Lancashire County Engineering Services**, Brindley Close, Network 65 Business Park, Hapton, Burnley. Tel: 01282 448873.
 - **Marshall's Motor Engineers**, Unit 2, Kitchen's Garage, Trafalgar Street Service Station, Trafalgar Street, Burnley, BB11 1TQ. Tel: 01282 428100.
 - **CK Motors**, Unit 21, Smallshaw Ind. Estate, Phoenix Way, Burnley BB11 5SX. Tel: 01282 423700.
 - **Evans Halshaw**, Eastern Avenue, Burnley BB10 2AP. Tel: 01282 425991.
 - **Bates Car and Commercial**, Park Road, Padiham, BB12 7AN. Tel: 01282 779993.
- 2. The fee for the test should be paid direct to the garage before the test begins. Test fees may vary. Speak with the garage of your choice to check the latest fees.**
- 3. Once the vehicle has passed the test you should book an appointment to attend Contact Burnley, Parker Lane, Burnley, BB11 2BY by telephoning 01282 425011 in order to obtain your licence and plate.**
- 4. Take the following documents with you.**
 - **A fully completed application form.**
 - **The licence fee:**
For vehicles £77.00 for a six months licence.
For Hackney Carriage vehicles £155.00 for a six months licence.
 - **V5c (Vehicle Registration Document) which MUST be in your own name and address.**
 - **A valid certificate of insurance.**
 - **Vehicle compliance sheet (Council test certificate)**
- 5. If this is a hire vehicle and licenced with any other Authority, the application will not be accepted.**

NOTES

If the above procedure is not followed we will be unable to issue you with a licence and plate.