

**Hackney Carriage / Private Hire Vehicle**

**Change of vehicle application form**

**How to apply**

You can find the link to our online application portal and guidance on how to apply at

[www.southoxon.gov.uk/taxis-and-private-hire/vehicle-licences/changing-your-vehicle/](http://www.southoxon.gov.uk/taxis-and-private-hire/vehicle-licences/changing-your-vehicle/)

Applications received through the online portal will be prioritised as these applications should be complete at the point of receipt, rather than emailed applications which will require an officer to call you to take payment. If you are unable to use the online portal or email, you may apply by post but please note that all documents submitted must be original documents. Do not send cash with the application. We recommend any postal applications are submitted by tracked post.

**What do I need to submit with my application?**

* **Application form**

This must be fully completed and signed. See guidance notes overleaf about who should complete and sign the form. Incomplete applications will be rejected.

* **Vehicle registration document (V5C)**

If the V5C is in the name of anyone other than the applicant, we will need a copy of the lease/hire agreement and written confirmation that they give approval for the vehicle to be licensed (if this isn’t covered in the lease/hire agreement). If you don’t have the V5C (for example if you’ve just bought the vehicle) then you will need to provide the receipt/bill of sale and official documentation to confirm the vehicle meets our criteria, such as the emissions requirement and to confirm the vehicle is not a category A, B or S write-off.

* **Insurance**

Current certificate or cover note for at least third party cover and appropriate for the licence type (insurance for a hackney carriage MUST state that it is covered for the carriage of passengers for hire and reward, hackney carriage or public hire; insurance which states it only covers pre-booked journeys is for private hire vehicles only).

* **Compliance test certificate**

Vehicle must have a valid certificate of compliance from one of our approved testing centres – you will have received this directly by email from them. There is no need to include this with your application but the test must be done before we receive the application or it will be rejected.

* **Application fee**

Application fees can be found on our website. For portal applications there is a drop down list from which you must select the correct fee. If you pay the wrong fee, the application will be rejected.

* **Current plate**

Once we have processed your application, we will contact you to confirm when the new plate is ready for collection. You will need to bring the plate for the vehicle which is being replaced to swap it over. We will not issue the new plate until the old plate is returned. If this is not possible, please confirm the reason in section 5 on this application form.

NB We reserve the right to request any additional information or documentation that we deem necessary in order to consider the application.

**Licensing Team, South Oxfordshire District Council, Abbey House, Abbey Close, Abingdon, OX14 3JE**

**Email:** [licensing@southoxon.gov.uk](mailto:licensing@southoxon.gov.uk) **Telephone**: 01235 422556

**Website**: [www.southoxon.gov.uk/south-oxfordshire-district-council/taxis-and-private-hire/](https://www.southoxon.gov.uk/south-oxfordshire-district-council/taxis-and-private-hire/)

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**Guidance for change of hackney carriage**

**and private hire vehicle applications**

**Vehicle licensing policy and conditions**

For a vehicle to be licensed as a hackney carriage or private hire vehicle, it must comply with the vehicle specifications set by the council as set out in the taxi licensing policy. **All applicants should check that their vehicle complies with the specification, including the emissions requirements which take effect for all licences starting from 1 April 2022.**

The council may attach to the grant of a licence such conditions as they may consider reasonably necessary and various powers are given to the council to refuse, suspend or revoke licences.

**Who should apply for the licence?**

It is a legal requirement that the **proprietor** of a vehicle is the one who should apply for and hold the licence (see section 80 of the Local Government (Miscellaneous Provisions) Act 1976). If there is more than one proprietor, for example a partnership, it must be a joint application. **If a vehicle is the** subject of a hiring agreement or hire purchase agreement, the proprietor is the person in possession of the vehicle under that agreement.

If an applicant is not the sole owner and registered keeper of the vehicle, they must provide details of any other joint owners, registered keepers or anyone else with a legal interest in the vehicle. We will need confirmation in writing that any such persons give approval for the vehicle to be licensed. If this confirmation comes from a firm, it must be signed by a legal officer of the company (for example director or company secretary).

If the vehicle is subject to a hiring/hire purchase/lease agreement, we will also need to see the original current lease/hire agreement. If this agreement does not specifically authorise the vehicle to be used as a licensed vehicle, we also require confirmation of that in writing. Any insurance must correspond with the terms of the hire agreement.

**Renewing your vehicle licence**

Although we will make every effort to send you a reminder before your licence expires, it is your responsibility to ensure you make an application to renew your licence before its expiry. Once your licence expires, it cannot be renewed and you must apply for a new licence. It is offence to use an unlicensed vehicle for the carriage of passengers for hire and reward and this may invalidate your insurance.

**Insurance**

Applications must include a valid certificate or cover note of insurance for at least third party cover, covering the carriage of passengers for appropriate hire or reward (insurance for a hackney carriage MUST state that it is covered for the carriage of passengers for hire and reward, hackney carriage or public hire; insurance which states it only covers pre-booked journeys is for private hire vehicles only).

**Inspections and compliance certificates**

A certificate of compliance issued by one of our approved garages is required for all applications. If 0-3 years old, one certificate is required annually, 3-7 years old – a certificate is required every 6 months, 7 years old and older – a certificate is required every 4 months.

Brand new registered vehicles with fewer than 1,500 miles on the odometer will not be required to have a full compliance certificate test but will require a check on the meter (if fitted) and the tariff card.

**PLEASE NOTE - If this application is for a temporary replacement and you intend to make a separate application to re-license your previous vehicle in due course, please note that you will need to provide a new compliance certificate for the previous vehicle in order to prove it is mechanically fit to be re-licensed.**

**Equipment**

Please refer to the council’s Licensing Policy for specifications for the equipment required to be carried in a licensed vehicle, and details on the requirements for roof signs for hackney carriages.

******APPLICATION FOR A CHANGE OF HACKNEY CARRIAGE OR PRIVATE HIRE VEHICLE**

**Local Government (Miscellaneous Provisions) Act 1976**

**Town Police Clauses Act 1847**

**Please read the council’s licensing policy and guidance notes before completing this form.**

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| Section 1: Licence Type | | |
| Hackney carriage | Private hire vehicle | Existing plate number: |
| Please confirm reason for change of vehicle application: | | |
| Permanent replacement | Accident damage \* | Mechanical breakdown |
| \* For accidents only, confirm date accident report form submitted: | | |

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| **Section 2: Details of Applicant (s) (use separate sheets for multiple applicants)** | | |
| I am applying as (please tick one option only): | | |
| An individual | A limited company | Other  (please give details): |
| Full name (if applicant is a company, please provide full company name and registered number) | | |
| Address  Post code | | |
| Telephone number | | |
| Mobile telephone number | | |
| Email address | | |
| Is the applicant the sole owner and registered keeper of the vehicle? Yes No  If no, please provide details of any other joint owners, registered keepers or anyone else with a legal interest in the vehicle, continuing on a separate sheet if necessary (NB we will need confirmation in writing that any such persons give approval for the vehicle to be licensed) | | |
| Main driver of vehicle (please give full name and badge number): | | |

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| **PRIVATE HIRE VEHICLES ONLY (required for all private hire vehicle applications):** | |
| Which private hire operator will you work for? |  |
| **HACKNEY CARRIAGES ONLY (required for all hackney carriage applications):** | |
| Name/company name on the roof box |  |

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| **Section 3: Vehicle Details** | | |
| Make: | Model: | |
| Registration number: | | Date first registered: |
| Seating capacity (excluding driver): | Colour: | |
| Electric  Diesel  Petrol  LPG  Hybrid | | |
| Is the vehicle wheelchair accessible? Yes  No | | |
| Has the vehicle been modified in any way from the manufacturer’s specification?  Yes  No  If yes, please give details:  (NB converted vehicles must have a Certificate of Conformity or an IVA Certificate) | | |
| Has the vehicle been fitted with a taximeter? Yes  No  If yes, please confirm the make and model of meter: | | |
| Is the vehicle currently licensed by another authority? Yes  No  If yes, please give details: | | |

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| --- | --- | --- | --- | --- |
| **Section 4: Intended Use (required for all hackney carriage applications)** | | | | |
| Please tick the area/s in which you intend to use the vehicle most of the time: | | | | |
| 1. Henley | 1. Wallingford | 1. Didcot | 1. Thame | 1. Other (please specify): |
| **From 1 March 2017 no NEW hackney carriages will be licensed for use predominantly outside of the council’s area, for example Oxford or Reading. This does not affect vehicles currently licensed by the council/renewals/transfers or private hire vehicles.**  **Any applicant making a false declaration to obtain a licence may be prosecuted for fraud and have their licence revoked.** | | | | |

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| **Section 5: Return of plate** |
| Are you able to return the plate for the currently licensed vehicle? Yes  No |
| If no, please confirm why you are unable to return the plate: |

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| Section 6: Declaration |
| **For multiple applicants, all applicants should complete this section. We recommend you print separate copies of this page for each applicant to avoid confusion.**  I confirm that the information given by me in this application is correct and true to the best of my knowledge and belief. I understand that if I make a false statement or leave out any relevant information when making this application that I may be committing an offence for which I could be prosecuted, and any licence issued may be revoked.  I have read and completed this application myself and I have read and understand the guidance, the council’s hackney carriage and private hire licensing policy and the relevant driver and vehicle licence conditions. I have also read and understood the privacy notice available at  [www.southoxon.gov.uk/taxis-and-private-hire/useful-documents/](https://www.southoxon.gov.uk/south-oxfordshire-district-council/taxis-and-private-hire/useful-documents/)  I understand I am applying for a change to my hackney carriage/private hire vehicle licence and that I am not entitled to drive the vehicle for hire and reward purposes, including account work, until I have been issued with my licence and plate.  I will inform South Oxfordshire District Council of any changes to my circumstances that may affect my application. If granted a licence, I further declare that I will comply with such Acts, Byelaws and conditions as are in force in the district and will maintain my vehicle according to the council’s vehicle licence conditions at all times the vehicle is licensed.  **SIGNATURE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **PRINT FULL NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **IF SIGNING ON BEHALF OF A COMPANY AS APPLICANT, PLEASE SPECIFY POSITION HELD WITHIN THAT COMPANY (FOR EXAMPLE DIRECTOR, SECRETARY):**  Director Secretary Other (please give details):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |