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| APPLICATION FOR A PRIVATE HIRE VEHICLE LICENCEI hereby apply to Eastleigh Borough Council for a licence to use the vehicle described below as a private hire vehicle subject to the conditions for such licences made by the Council and the provisions of the Local Government (Miscellaneous Provisions) Act 1976.PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS |  |
| 1. | (a) | Full name of applicant: |       |
|  | (b) | Date of birth: |       |
| 2. | (a) | Home address:Post Code: |            |
|  | (b) | ‘Phone no: Email: |       | (c) Mobile ‘phone no: |       |
| 3. |  | Name of licensed private hire operator in respect of this vehicle: |
|  |  |       |
| 4. | If you are not the sole proprietor of the vehicle give details of every other proprietor: |
|  | (a) | Full name:  |       | **Documents****V5C Yes/No****Ins Yes/No****Mech Insp Yes/No****Meter Yes/No****Operator Notification YES?** |
| Home address: |       |
|  |
|  | ‘Phone nos.: |       |
| (b) | Full name: |       |
| Home address: |       |
|  |
| ‘Phone nos.: |       |
| 5. | Description of Vehicle: |
|  | (a) | Registration no: |       |
|  | (b) | Date of first registration: |       Mileage -  |
|  | (c) | Make and model: |       |
|  | (d) | Vehicle type: | Saloon [ ]  Estate [ ]  Multi-Purpose Vehicle [ ]  Purpose Built [ ]  |
|  | (e) | Colour: |       |
|  | (f) | Engine capacity: |       cc | Engine power: |       bhp |
|  | (g) | No. of passengers: |       | for which this vehicle is to be licensed |
|  | (h) | Chassis no.: |       |
|  | (i) | Is the vehicle wheelchair accessible? | Yes [ ]  No [ ]  |
| 6. | The Applicant must complete this section.All the information given in this application is true and correct. I understand that I am liable to prosecution if I give any information in this application which I know to be false or incorrect in any way. |
|  | Signed: |  | Dated: |       |
|  | Signatures of other proprietors (if any) |
|  | Signed: |  | Dated: |       |
| **NOTES FOR GUIDANCE - APPLICATION FOR A PRIVATE HIRE VEHICLE LICENCE** |
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| 1. | Before entering into any arrangements for the acquisition of a vehicle to be licensed, you are strongly advised:* to arrange for the vehicle to undergo a mechanical inspection at Hedge End Depot; and
* to read the latest Vehicle Application Guidance
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|  | You cannot make an application without a vehicle being presented for inspection. Further information is available at www.eastleigh.gov.uk/licensing |
| 2. | (a) | Age of vehicle - licences will not be granted in respect of any vehicle where more than seven years has elapsed since its date of first registration – please see the private hire vehicle licence policy and conditions. |
|  | (b) | The vehicle must be of a type approved by the council for use as a private hire vehicle and must comply with the council's private hire vehicle licence conditions. It may not, in any way, resemble a hackney carriage (for example a purpose built TXII type vehicle). |
|  | (c) | **Seating capacity** ***Rear seat (width)***The width of the rear seat is measured in a straight line across the centre of the seat from the edge to edge of the seat and shall not be less than 1200mm. In the case of a 2 seater seat the measurement shall no be less than 800mm. ***Seats (depth)***The depth of the rear seat is measured in a straight line, from the backrest to the front edge of the seat. This measurement must not be less than 457mm (18 inches). ***Knee space***The measurement between the rear of the front seats and the backrest of the rear seat must not be less than 762mm (30 inches) with the front seat at its centre point (that is, midway on its runners).* + The measured width of total available seating should be divided by 400mm to find out the seating capacity.
	+ This figure will be used as the total possible seating capacity.
	+ This figure will help determine the number of passengers that the vehicle licence will allow.

For every ‘seat’ there must be a seat belt or restraint. If you do not have a three-point seat belt, you must fit a static belt. ***Internal height***The measurement from the top of the rear seat cushion where it meets the backrest vertically must be not less than 813mm (32 inches). |
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| 3. | When the vehicle has had its mechanical inspection at Hedge End Depot (023 8068 8389) you must then make an appointment to deliver the following to the Licensing Office at Hedge End Depot, Botley Road, Hedge End, Southampton SO30 2RA (023 8068 8109):- |
|  | (a) | a completed mechanical inspection form (see note 1 above). |
|  | (b) | a valid certificate of insurance for the vehicle. The vehicle must, as a minimum standard, be insured to cover third party and passenger risks. |
|  | (c) | the vehicle registration document (V5C) for the vehicle. |
|  | (d) | written confirmation from your private hire operator that your vehicle will operate from the address given in question 3, (page1) |
|  | (e) | a meter calibration certificate, if one is installed |
|  | (f) | the fee of **£180.00** and **£12.00** for the plate holder. Cheques must be made payable to Eastleigh Borough Council. Payment may also be made by cash, debit or credit card. |
|  | (g) | A completed application form. |
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| 4. | You will be contacted when your licence, plate and certificate of compliance are ready to be picked up. At that time you will have to produce the vehicle with the “No booking no Ride” displayed and evidence of a fire extinguisher and first aid kit marked with the vehicle plate number. |
| For further information please see www.eastleigh.gov.uk/licensing or contact the Licensing Team by e-mail: licensing@easteigh.gov.uk or by ‘phone: 023 8068 8109. |

The Council is collecting this information in order to perform this service or function, and if further information is needed in order to do so, you may be contacted using the details provided.

In performing this service, the Council may be required to share your information with other organisations or departments, but it will only do so when it is necessary in order for the service to be provided.

The Council may also share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share your personal information, or use it for this, or any other purpose, unless provided for by law.

For more detail about how we handle your personal data please see our privacy policies:

<https://www.eastleigh.gov.uk/privacy>