



**The Licensing Team**  
Environmental Health & Housing  
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## **APPLICATION FOR THE GRANT/RENEWAL OF A HACKNEY/PRIVATE HIRE VEHICLE LICENCE**

Form Ref: V/V1

### **Privacy Notice – privacy & data protection**

North Devon Council, the Data Controller, collects personal information when you contact us for the licensing services we provide. We will use this information to provide these services, such as the granting of a licence, permit, registration or receipt of a notice.

We may need to share your information with other departments in North Devon Council or external/ third parties, where this is necessary to perform our public functions & services as provided by law.

Your vehicle registration number and details of your licence will be shared with DEFRA as is necessary in accordance with the Air Quality (Taxi and Private Hire Vehicles Database) (England and Wales) Regulations 2019.

For more information as a Data Subject regarding privacy & data protection, including how we manage your personal information, data retention and your rights, please see our Privacy Notice on the website: [www.northdevon.gov.uk/privacy](http://www.northdevon.gov.uk/privacy)

**If you require this document in an alternative format,  
please contact us.**

### **PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

If you are completing this form by hand, please write legibly in block capitals using ink. Use additional sheets if necessary (marked with the number of the relevant questions). You may wish to keep a copy of the completed form for your records.

Applicants must complete all relevant fields of the application form in order for the application to be considered duly made. In this context an application will not be considered duly made without the inclusion of a valid email address (the Council will correspond with licence holders primarily via email and as such a valid email address is essential).

**APPLICATION FOR THE GRANT/RENEWAL\* OF A  
HACKNEY/PRIVATE HIRE\* VEHICLE LICENCE  
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976**

**IMPORTANT NOTES**

It is an offence under Section 57 Local Government (Miscellaneous Provisions) Act 1976, for any person to knowingly or recklessly make any false statement or omit any material particulars in giving this information.

Any change in the circumstances of the application or any other person or body which may render any of the provided information invalid must be immediately reported to the Licensing Team.

Licences will be issued in the name(s) of the applicant(s).

**Part 1 – Applicant Details – For Individuals Applying  
[Businesses Should Complete Part 2]**

**Name(s) and address(es) of every person who is a proprietor of the vehicle.**

1. Title: Mr  Mrs  Miss  Ms  Dr  Other (*please specify*)

Surname:

Other name(s):

2. Full Address:

Postcode:

Email:

3. Telephone :

4. Title: Mr  Mrs  Miss  Ms  Dr  Other (*please specify*)

Surname:

Other name(s):

5. Full Address:

Postcode

Email:

6. Telephone:

*[Continue on a separate sheet if necessary]*

**Part 2 –Applicant Details - For Businesses Applying**

7. Is the business undertaken by a body corporate?

YES/NO\*

8. Name of company:

9. Trading name if different:

10. Company number:

11. Registered or principal head office address:

Postcode:

Email:

12. Telephone:

Daytime:

Mobile:

**Please list the FULL names and addresses of all directors.**

13. Title: Mr  Mrs  Miss  Ms  Dr  Other *(please specify)*

Surname:

Other name(s):

Home Address:

Postcode:

14. Title: Mr  Mrs  Miss  Ms  Dr  Other *(please specify)*

Surname:

Other name(s):

Home Address:

Postcode:

15. Title: Mr  Mrs  Miss  Ms  Dr  Other *(please specify)*

Surname:

Other name(s):

Home Address:

Postcode:

*Please use separate sheet if necessary.*

**Part 3 – Other Concerned Person(s)**

The name and address of any person who is concerned, either solely or in partnership with any other person in keeping, employing or letting or hire of the vehicle.

16. Title: Mr  Mrs  Miss  Ms  Dr  Other *[please specify]*

Surname:

Other name(s):

17. Full Address:

Postcode:

18. Telephone:

19. How Concerned:

*[Continue on a separate sheet if necessary]*

**Part 4 – Vehicle Details**

20. Make of vehicle *[e.g. Ford]*

21. Model of vehicle *[e.g. Mondeo]*

22. Registration of vehicle

23. Engine capacity

24. Seating capacity *[excluding driver]*

25. Date of first registration

26. Type of vehicle [e.g. saloon]	
27. Insurance company	
28. Who do you work for? [name of company]	
29. Please provide the date on which tax expires for this vehicle	
30. Has the vehicle ever been declared an insurance 'write off' in any of the categories A, B, S (formerly Cat C), or D? <i>Vehicles that have been declared an insurance 'write off' in category A, or B will not be licensed.</i>	YES / NO*
31. Has the vehicle been ever been declared a category N write off?	YES / NO*
32. If answering <b>YES</b> to Q.30 or Q.31 above has an appropriate engineers report been attached certifying the standard of repairs? <i>Vehicles that have been declared a category N (formerly Cat D) write off may be licensed by Licensing Officers under delegated powers, providing the applicant provides an appropriate engineers report, approved by the Council, certifying the standard of repairs. Where examinations provide any cause for concern over the safety of the public the application will be referred to a Licensing Sub-Committee for determination, and likely recommended for refusal.</i>  <i>Vehicles that have been declared a category C, D, or S write off may be considered for licensing by a Licensing Sub-Committee subject to higher levels of examination and vehicle reports. Where examinations provide any cause for concern over the safety of the public such applications may be refused.</i>	YES / NO*
33. Does this vehicle have any form of disabled access or any modifications (i.e. induction loop, swivel seat, wheel-chair accessible ramp)?	If <b>YES</b> please describe:

34. If answering <b>YES</b> to Q.33:	
a) does this vehicle comply with the Council's vehicle conditions (contained in its policy under 'Dealing with Disabilities') in respect of internal anchorage, restraints ramps, and lifts etc.?	YES / NO*
b) I have attached evidence to this application certifying that any lifting equipment fitted to the vehicle for the purpose of lifting a wheelchair has been tested in accordance with the requirements of Lifting Equipment Regulations 1998.	YES / NO*
c) North Devon Council provide a Disabled Access Taxi and Private Hire web page with details of vehicles with modifications and contact details for bookings and enquiries. Do you wish your vehicle and contact details to appear on this website? If <b>YES</b> the information to be made available in Part 1 or 2 will be used. Alternatively please provide details that you would wish to appear (e.g. company name, address, and telephone number):	YES / NO*
35. Does the vehicle have internal CCTV fitted	YES/ NO
36. If the vehicle does have internal CCTV, please state the date when this was fitted:	
37. If the CCTV system was fitted after 1 <sup>st</sup> January 2023, does it conform to the technical specifications and system requirements set out in the North Devon Hackney carriage and Private Hire Licensing Policy?	YES/ NO

**Part 5 – Checklist (please tick)**

**This application must be accompanied by the following documents:**

Vehicle registration document (V5) or lease document.	<input type="checkbox"/>
Certificate of insurance showing cover for hire purposes.	<input type="checkbox"/>
Current MOT certificate. <i>[An MOT is required when a hackney carriage is one year old]</i>	<input type="checkbox"/>
Vehicle inspection report.	<input type="checkbox"/>
Current licence fee.	<input type="checkbox"/>
A basic disclosure certificate from the DBS for all individuals listed in Part 1 above (Applicant), or Part 2 (businesses- Directors).	<input type="checkbox"/>
<i>Please note that applicants who do not hold a valid hackney carriage/private hire driver's licence issued by North Devon Council, or who are not currently applying for such, will be required to submit a basic disclosure certificate, obtained in that individuals name and issued within the last three months, at the same time this application is made.</i>	

**Part 6- Declaration**

I DECLARE that I have checked the information given on this application form and to the best of my knowledge and belief it is correct.	<input type="checkbox"/>
I understand that a false statement may render me liable to prosecution.	<input type="checkbox"/>

## Part 7– Signatures

Signature of applicant or applicant's solicitor or other duly authorised agent. If signing on behalf of the applicant or company please state in what capacity.

Signature:	
Surname:	
Other name(s):	
Capacity:	
Date:	
Signature:	
Surname:	
Other name(s):	
Capacity:	
Date:	
Signature:	
Surname:	
Other name(s):	
Capacity:	
Date:	
Signature:	
Surname:	
Other name:	
Capacity:	
Date:	
<i>[Continue on separate sheet if necessary]</i>	

\*Delete or select as appropriate

### NOTES

1. A Basic Disclosure submitted alongside any application must be no more than three calendar months old from the date of issue when submitting the application to the Licensing Authority. In relation to the consideration of convictions, cautions, warnings, arrests, reprimands and other 'relevant information', the Council will use the policy set out in Appendix H of the North Devon Hackney Carriage & Private Hire Licensing Policy.
2. **Hackney carriage/ private hire vehicle standard (Except wheelchair accessible vehicles):** For all new vehicles plated for the first time by the Council (including existing proprietors on the change of vehicle), proprietors will be required to comply with the following condition: Vehicles must comply with the Euro 6 emission standard or above (or recognised UK equivalent) and be less than 5 years old.

3. Where an application for the grant of a hackney carriage/ private hire licence is made when the vehicle in question is more than 5 years old or a lower emission standard, the application will be referred to the Licensing Sub-Committee for consideration. The presumption is that licences will not be granted for vehicles over 5 years old or less than the Euro 6 emission standard, but each such application will be considered on its own merits. Factors such as the condition of the vehicle, and the mileage will be relevant.
4. **Hackney carriage/ private hire vehicle standard- wheelchair accessible vehicles:** For all new wheelchair accessible vehicles plated for the first time by the Council proprietors will be required to comply with the following condition(s): Diesel vehicles must comply with the Euro 5 emission standard or above (or recognised UK equivalent). Petrol vehicles must comply with the Euro 4 emission standard or above (or recognised UK equivalent).
5. **Hackney carriage/ private hire vehicle renewal (Except wheelchair accessible vehicles):** From 1<sup>st</sup> January 2026, upon application for vehicle licence renewal, proprietors will be required to comply with the following condition: Vehicles must comply with the Euro 6 emission standard or above (or recognised UK equivalent).
6. **Hackney carriage/ private hire vehicle renewal- wheelchair accessible vehicles:** From 1<sup>st</sup> January 2026, upon application for vehicle licence renewal, wheelchair accessible vehicle proprietors will be required to comply with the following condition: Diesel vehicles must comply with the Euro 5 emission standard or above (or recognised UK equivalent). Petrol vehicles must comply with the Euro 4 emission standard or above (or recognised UK equivalent).
7. A hackney carriage/ private hire vehicle shall be tested once per year until it is 6 years old (8 years old for wheelchair accessible and ultra-low/ zero emission vehicles), and thereafter twice per year. All vehicles must pass the vehicle test as detailed in the Vehicle Inspection Form, no more than eight weeks before the grant or renewal of the licence. The second vehicle test (applicable to older vehicles), must be passed no less than five months and no more than seven months before the expiry date of the licence. The test must be carried out by an authorised MOT examiner at a testing station approved by the Ministry of Transport.