

Taxi Licensing  
Public Carriage Office,  
Cardiff Bus Depot,  
Sloper Road, Cardiff, CF11 8TB

licensing@cardiff.gov.uk  
www.cardiff.gov.uk/licensing  
(029) 2078 7737/ Fax: (029) 2066 6375



## Hackney Carriage Vehicle Renewal Application

Local Government (Miscellaneous Provisions) Act 1976 / Town Police Clauses Act 1847

**Please note this form will NOT be processed unless ALL sections below are completed**

### 1. Renewal or Change of Vehicle Application

Please tick as applicable

Renewal		Change of Vehicle	
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### 2. Applicant Details

Full Name (or company name):			
Address:			
Registered address (if a Ltd company)			
Landline number:		Mobile number:	
Email address:			

### 3. Vehicle Details

Plate number (if applicable):		Vehicle make and model:				
Registration number:		Colour:				
Number of passenger seats:		Meter make and model:				
Is the vehicle wheelchair accessible?		Does the vehicle have a wheelchair lift?	Yes		No	

#### 4. Registered Keeper of the Vehicle

(Please state "as above" if it is the same as the licence holder)

Full name:	
Address:	

#### 5. Interested Parties

Any person connected to the vehicle, including the driver and anyone hiring the vehicle must be listed here. Add additional pages for further information.

Name(s):		
Address:		

#### 6. Place where vehicle is normally kept when not in use (please state address in full)

(Please state "as above" if it is the same as the licence holder address)

Address:	
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#### 7. Is the vehicle currently licensed by another authority?

Yes  No

If so, which authority?

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#### 8. Intended Use

Do you intend to operate this vehicle predominately within the City of Cardiff?

Yes  No

If not, where do you intend to use the vehicle?

.....

#### 9. Private Hire Operator

Do you work with a Private Hire Operator?

Yes  No

If you answered yes to the above, which operator do you work with?

.....

## 10. Declaration

I declare that to the best of my knowledge and belief, the answers given above are true. If a Licence is granted, I undertake to comply with the conditions attached on that licence and the Hackney Carriage byelaws.

Any data supplied by you on this form will be processed in accordance with Data Protection Act requirements and in supplying it you consent to the council processing the data for the purpose for which it is supplied. Your vehicle registration number will be passed to the council's Network Management department and South Wales Police for the purpose of monitoring permitted vehicles in bus lanes. All personal information provided will be treated in the strictest confidence and will only be used by the Council or disclosed to others for a purpose permitted by law. The authority is under a duty to protect the public funds it administers, and to this end will use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Signature of applicant(s) ..... Date .....

..... Date .....

**Applicants are advised that it is a criminal offence to knowingly or recklessly make a false statement or to omit any material particularly in giving information.**

**Mae'r ffurflen hon hefyd ar gael yn Gymraeg / This form is also available in Welsh**

**All applicants are required to produce the following items with this completed form:**

- The appropriate Licence fee (available from the Public Carriage Office or the website above). We accept cash, cheque or debit card payment. Cheques to be made payable to Cardiff County Council.
- The plate from the back of the vehicle.
- A valid Certificate of insurance for the vehicle. (*In the case of renewals it must be continuous cover, if using Fleet insurance a schedule will also be required*).
- The vehicle registration document (log book) must be produced with this application form. (*If this is a first plate and not available, then other proof of ownership such as a legal bill of sale can be used once*). (*Photocopies of log books will not be accepted*).
- A valid MOT certificate together with a Declaration of Fitness Form (Obtained from Sloper Road, then signed, dated and stamped by the approved VOSA garage that carried out the MOT). *These are valid for 28 days or 2000 miles whichever comes first.*
- A valid meter test certificate.
- In the case of vehicles converted to dual fuel, a certificate issued by the installer confirming the satisfactory installation, examination and test of the vehicle in accordance with the Liquid Petroleum Gas Association Code of Practice.
- In the case of vehicles with a wheelchair lift, a valid Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) certificate.

FOR OFFICIAL USE ONLY					
Receipt No:		Amount Paid:	£	Processing Officer:	