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Office use

Uniform Reference	
Amount Paid	
Plates / Badge Required by:	

TONBRIDGE AND MALLING BOROUGH COUNCIL APPLICATION FORM FOR TAXI LICENCES

PART 1 – GENERAL (Complete all known information)

Mr/Mrs/Miss/Ms	
Surname	
Forename(s).	

Address	
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Telephone number	
Mobile number	
E-mail address	

PRIVATE HIRE

Operator name/number	
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HACKNEY CARRIAGE

Company Name	
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Licensing Officers are available between 10:00am and noon without an appointment. If you are unable to attend the offices within these hours you must make an appointment to guarantee an officer will be available.

This authority is under a duty to protect the public funds it administers, and may use the information provided on this form for the prevention and detection of fraud.

We may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

PART 2 – Application for Vehicle Licence (Complete all known information)

	VEHICLE 1	VEHICLE 2	VEHICLE 3
Registration Number			
Make			
Model			
Colour			
Engine Size (C.C.)			
State Hackney or Private Hire			
Number of Passengers to Carry			
Date First Registered			
Is this vehicle taxed?			
Are Windows Tinted? (YES/NO)			
*Designated Wheelchair Accessible?			
**Voluntary Wheelchair Accessible?			
SQUARE PLATE or LONG PLATE			
Name and address of firm which will operate the above vehicle(s)			

*Designated Wheelchair Accessible Vehicles –

A vehicle where a person can use a Hackney Carriage or Private Hire Vehicle without getting out a wheelchair (Ramp etc.)

** Voluntary Wheelchair Accessible Vehicles –

A vehicle that is accessible to passengers in wheelchairs, who are able to transfer from their wheelchair into a seat within the vehicle and the wheelchair can be folded down and placed in the vehicle.

PART 3 – Application for Driver’s (Complete all known information)

National Insurance No:		Have you held a Hackney /Private Hire Licence before?	
Age:		Yes	
Date of Birth:		No	
UK Driving Licence No:		If ticked Yes, Which Authority and Badge Number?	
Date of Issue:		Local Authority	
What type of Licence do you require?		Badge Number	
Hackney		Tick current status of this badge	
Private Hire		Current	
Dual		Revoked	
Date Knowledge Test Passed?		Surrendered	
		Expired	
Name and address of firm that you will work for			

PART 4 – Application for Private Hire Operator’s Licence (Complete all known information)

Trading Name and Address to be used as office			
Telephone Number:		Email address:	
Will records be kept of all bookings, vehicles and drivers at the above address?			
Yes		No	
Will you have communication with your vehicles?			
Yes		No	

	Applicant 1	Applicant 2
Surname:		
Forename:		
Mr/Mrs/Miss/Ms:		
Home Address:		
Telephone Number:		
E-Mail Address:		

PART 5 – General Declaration

I / we declare that:

1. The Licence conditions relating to the licences, for which this application is being made, have been read as well as Guidance Notes.
2. All answers given on this form are true.
3. I/we authorise the Council to make enquiries of any person’s etc named on this form.
4. If an application is being made for a Hackney/Private Hire driver’s licence - I, the sole/principal applicant, will not permit any badge issued to me to be worn by any other person and will surrender the same upon demand.
5. No refund on withdrawn applications.

Date..... **Signed Sole/Principal Applicant**.....

Signed Additional Applicant.....

We must protect the public funds we handle and so we may use the information you have provided on this form to detect and prevent fraud. We may also share this information, for the same purposes, with other organisations which handle public funds.

Ensure the following are enclosed:

Documents	Drivers	Operators	Vehicle
Licence Fee			
<i>UK Driving Licence</i>			
<i>Knowledge Test Pass Certificate</i>			
<i>Safeguarding Pass Certificate</i>			
<i>DBS Check Form</i>			
<i>DVLA Check Code Form</i>			
<i>Driving Assessment Pass Certificate</i>			
<i>Convictions Questionnaire</i>			
<i>Details of Residency outside the United Kingdom</i>			
<i>Registration Document</i>			
<i>Proof Of Vehicle Tax</i>			
<i>Insurance Certificate / Public Liability</i>			
<i>List of Private Hire Vehicles</i>			
<i>List of Private Hire Drivers</i>			
<i>Proof of Planning permission for public access at office</i>			