

**SOLIHULL METROPOLITAN BOROUGH COUNCIL**  
 Licensing Team, The Core, Theatre Square  
 Homer Road  
 Solihull, B91 3RG  
 www.solihull.gov.uk  
 Telephone: 0121 704 6830  
 Email: [licensing@solihull.gov.uk](mailto:licensing@solihull.gov.uk)



**APPLICATION FOR NEW OR RENEWAL OF PRIVATE HIRE/HACKNEY CARRIAGE VEHICLE LICENCE**

Please tick the relevant boxes

- Private Hire Vehicle
- Hackney Carriage Vehicle
- New Application
- Renewal  Previous Plate Number.....

TO BE COMPLETED IN BLOCK CAPITALS. PLEASE ENSURE ALL PARTS OF THE FORM ARE COMPLETED OR MARKED N/A (NOT APPLICABLE)

<b>1) Full Name of Vehicle Proprietor (Owner)</b>	
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<b>2) Permanent Address of Proprietor (owner)</b>	
Postcode	

<b>3) Badge Number</b>		<b>Date of Birth</b>	
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<b>4) Contact Details</b> (At least 1 telephone number <u>must</u> be provided)	Home	
	Mobile	
	E-mail	

<b>5) Vehicle Details</b> Clearly write the Registration number here	
If vehicle has ever had a different reg enter here	
Make	
Model	
Year of manufacture	
Colour	
Number of Passengers	
Body Type	
Engine Size	
Fuel Type	

<b>6) Details of Private Hire Operator (base) where you intend to work (if applicable)</b>	
Call Sign (if applicable)	

**7) Please provide details of any other drivers who are licensed and insured to drive the vehicle**

Name	Badge Number

**8) ONLY COMPLETE THIS SECTION IF THE VEHICLE IS OWNED BY AN ACCIDENT MANAGEMENT COMPANY. You must also complete a 'Notification of Vehicle Hire' form**

<b>Company Director/Owner</b> <b>Company Name</b> <b>Company Address</b>  <b>Postcode</b> <b>Telephone</b> <b>Mobile</b> <b>Email</b>	

**Accident Management Insurance – Acceptable documents**

- Original insurance certificate specifying the driver who will be hiring the vehicle as a named driver. **OR**
- Original Fleet Policy accompanied by an original letter on company letter headed paper giving permission to the hirer to drive the vehicle. **OR**
- Original Fleet Policy accompanied by a policy schedule stating name of the driver who will be using the vehicle.

**9) Supporting Items**

Your application will not be processed if any of the items below are missing, **Original Insurance Certificate** stating the names of those licensed to drive the vehicle (no faxes or photocopies will be accepted. Emailed certificates will be accepted from insurance company/broker, **Garage test papers & MOT, LPG certificate (if applicable), Old plates (renewals only), V5 (vehicle log book) & Fee**

**Declaration**

I declare that the information given above is true to the best of my knowledge and that I have not wilfully omitted any necessary material. I understand that if any wilful omissions or incorrect statements are made, my application may be refused without further consideration or if a licence has been issued, it may be liable to immediate suspension and subsequent revocation.

- I understand that I may not sell or change a Licensed Private Hire/Hackney Carriage vehicle or change the owner of such vehicle without FIRST notifying IN WRITING the Solihull Council Licensing Section.
- I understand that I must display my vehicle licence plate in the correct manner as prescribed by the Council, and ensure that the vehicle is kept in a clean and roadworthy condition at all times.
- I understand that any accident must be reported to the Licensing Section within 72 hours and an appointment made for inspection. If the vehicle is not roadworthy, the plates must be submitted to Solihull Connect as a matter of urgency.
- I understand that once a vehicle is issued with a Private Hire/Hackney Carriage licence, it may only be driven by persons who have current insurance **and** hold a Private Hire/Hackney Carriage Driver's Licence issued by this Authority and I must notify any change of driver's details immediately to Solihull Council Licensing Section.
- I understand that plates remain the property of Solihull MBC and must be returned within 14 days of expiry. Failure to do so will result in forfeiture of the deposit fee.

**NAME (in full).....**

**Signature..... Date.....**

**N.B. A false statement may render an applicant liable to prosecution under the Local Government (Miscellaneous Provisions) Act 1976.**



**Data Protection**

The information that you have provided on this form will be used by the Council to determine your eligibility for a Private Hire/Hackney Carriage Driver's Licence. The Council may also contact other Local Authorities and agencies in order to clarify **and share** information that you have provided and/or obtain additional information that will assist it in determining your eligibility for a Private Hire/Hackney Carriage Driver's Licence. If you would like further information on how the Council will use your information please contact 0121 704 6830. Your information may also be shared with other council services and partner organisations to ensure our records are kept accurate and to help us to identify services or benefits you may be entitled to or interested in. We may also need to share your information for the prevention and detection of fraud and/or other crimes or as the law requires. For further information about how we use your information please refer to the Council's Privacy Statement on [www.solihull.gov.uk](http://www.solihull.gov.uk) or contact [licensing@solihull.gov.uk](mailto:licensing@solihull.gov.uk)