

Renewal Application for a Hackney Carriage / Private Hire Vehicle Licence

Please read the below before completing the application:

- This application form must be completed by the licence holder(s) of the vehicle. If the vehicle has more than one licensee, please provide details of all other licence holders.
- Any question marked with a '*' is compulsory and must be answered
- When the form has been completed, please provide the following documents/information:
 - Certificate of Compliance (CoC/MOT)
 - Certificate of Motor Insurance - named drivers must hold a valid licence issued by Oxford City Council. Fleet insurance schedule (for fleet / company drivers only)
 - V5 Log Book (front and middle pages)
 - Exemption request received on company headed paper from the driver and the company (if applicable)
 - Your current ICO registration certificate (if your vehicle is fitted with camera recording equipment)

Please scan all documents you wish to attach and save them as compatible files. If you wish to attach a Word Document, please first save it as a PDF before attaching it with this form.

Please upload clear images. If your document or photo is blurry and we are unable to read it, it will not be accepted. Actual documents must be received, we cannot accept any hyperlinks to websites.

When your application is complete, please email everything to taxiapplications@oxford.gov.uk

* Which type of licence is this for (note that you must complete separate forms for each vehicle you want to licence)?

Hackney Carriage

Private Hire

* Please state your Vehicle Licence (plate) number

* Are you applying as an individual or a company?

Individual

Company

Personal or Company details

* Title and Full Name

* Home/Business address

(incl. postcode & county)

* Home telephone number

* Mobile Telephone number

* Email address

* Nationality

* Date of birth

* Place of birth

* OCC badge number

* Which Private Hire Operator will you be operating with?

Proprietor details

*Are you a sole proprietor (owner)?

No

Yes

First other Proprietor details

* Title and Full Name

* Home address

(incl. postcode & county)

* Email address

Second other Proprietor details

* Title and Full Name

* Home address

(incl. postcode & county)

* Email address

*I confirm that all co-proprietors of this vehicle have been notified of this application and all have consented to submit the vehicle application, if not please provide information below

No

Yes

Additional Driver details

* Is the vehicle to be driven by any other licenced driver(s)?

*No Yes

Fleet / company drivers

First other Driver details

* Title and Full Name

* Badge (OCC)

Second other Driver details

* Title and Full Name

* Badge (OCC)

For more than two other proprietors or additional drivers, please provide extra details on the "Additional information" page.

Previous licences and exemptions

* Have you previously held or currently hold a Hackney Carriage and / or Private Hire Driver Licence(s) with OCC or any other authority?

No Yes

Drivers (Badge) Licence number, which licensing authority(s) and the expiry date?

* Have you ever had an application for a Hackney Carriage or Private Hire Drivers licence refused by another local authority

No Yes

Please provide details

* Have you ever had a Hackney Carriage or Private Hire Drivers licence refused, revoked or suspended by another local authority?

No Yes

Please provide details

Additional information

Is there anything else you need to tell us about in relation to your application?

Declarations and Agreements

The Licensing Authority may get information about you from certain third parties, or give information to them, to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties include other Local Authorities and Government departments.

*** Please confirm that you have read and understood the above**

Privacy notice

This Authority is under a duty to protect the public funds it administers, and to this end may 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. For further information, [please see the data protection privacy notice](#).

*** I can confirm that I have read and understand the following information before completing the agreement.**

I / We undertake, if granted a Private Hire Vehicle Licence, to ensure that this vehicle when used for private hire purpose, is adequately insured at all times and complies with the Local Government (Miscellaneous Provisions) Act 1976 and the criteria and licence conditions prescribed by the Council

I declare that I / We have read and understand the criteria and conditions of fitness for Hackney Carriage / Private Hire Vehicles in Oxford and the vehicle described above complies with those criteria and conditions. I / We are aware of and accept the duties and responsibilities in respect of the licensing and main tenance of the vehicle, the supervision of the driver, duty to provide information when required to do so and all other requirements under statute, byelaw and local regulations. If a licence is granted I / We undertake to comply with conditions attached to the grant of the licence.

I / We are aware that if any person knowingly or recklessly makes a false statement or omits any material particular in giving information on this form that person shall be guilty of an offence. I / We declare that I have checked the details given on this application and to the best of my knowledge and belief they are correct. I / We are entitled to the licence for which I apply. I understand that any Licence obtained by false declaration may be suspended, or revoked by the Council.

By providing my contact details within this application, I give my authorisation for the Licensing Authority to contact me via telephone, email or text message.

Your personal data will not be used for any other purpose without your prior consent, except as permitted under the Data Protection Regulations 2018.

*** I confirm that I have read and understood all the declarations above. I confirm that I agree to the Council's policy and will comply with the Council's conditions**

Date

All other proprietors (licence holders):

Confirmation	<input type="checkbox"/>	Position / Authority	<input type="text"/>
Confirmation	<input type="checkbox"/>	Position / Authority	<input type="text"/>