

NARROWBOAT WAY

Appointment Time ..... Day and Date .....  
 Fee Paid ..... On .....  
 Retest Date ..... Fee Paid Date .....

Plate No.....  
 Date Issued .....  
 Licence From .....  
 To .....

DUDLEY METROPOLITAN BOROUGH COUNCIL  
Local Government (Miscellaneous Provisions) Act 1976

The information you provide on this form is subject to the provisions of the Data Protection Act 1998.

The information will be held confidentially and will be retained for the purposes of processing your request. Further Data Protection information can be obtained from the Information Commissioners website at: [www.informationcommissioner.co.uk](http://www.informationcommissioner.co.uk).

This Authority is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing or administering public funds and/or any third party organisations in order to prevent and detect fraud. We will NOT disclose information to anyone unless we have a lawful basis to do so.

APPLICATION FOR LICENCE FOR PRIVATE HIRE CAR

I/WE, the undersigned, hereby request the Borough Council of Dudley to licence the vehicle described below as a private hire car for the year commencing 1st ..... 20 . I enclose licence fee of £

NAME AND ADDRESS OF PROPRIETOR(S)

FULL names of Proprietor(s) (BLOCK LETTERS)  ADDRESS(ES) of abode(s)	
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PARTICULARS OF VEHICLE

Date first Registered	Maker's Name and Model/ Engine Size	Registration Number	Colour(s)	Seats for Passengers
Year of Manufacture	Approx. Mileage since Manufacture	Chassis Number	Engine Number	

**FOR VEHICLES MANUFACTURED AFTER 01/01/2006 ONLY:**

Is the vehicle equipped with an alternative to a normal spare wheel Yes/No  
 If yes please indicate what alternative it is (delete as necessary)  
 Space Saver, Runflat System, Pre/post puncture sealant

1. Is a private hire car licence currently in force for this vehicle? .....
2. State number of licence plate (if previous answer is 'yes') .....
3. Is the vehicle fitted with a taximeter? .....
4. Please state during which hours each day is it proposed the vehicle will be used for hire.....
5. In providing this service the vehicle will be driven by:
  - (a) the owner only )
  - (b) employed driver(s) only ) Cross out lines not applicable
  - (c) a combination of (a) and (b) )
6. Please visit website: [www.vehicleenquiry.service.gov.uk](http://www.vehicleenquiry.service.gov.uk), enter registration number and make print off confirmation of road tax and MOT expiry dates.

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7. Please give the following details as to insurance cover on the vehicle:
  - Certificate/Cover Note No.....Date of Issue.....
  - Date of Expiry of Certificate or period of Cover Note:.....
  - Uses covered for: .....
  - Company issuing: .....
  - Does the Insurance cover the use of the vehicle for hire or reward? .....

(The Council has the statutory right to demand production or the Certificate of Insurance required by Part VI of the Road Traffic Act 1972)

Date: ..... Tel No.....  
 Signature of Proprietor(s)

E-mail .....

- NB**
1. It is an offence to fail to state these particulars accurately and completely
  2. A Licence will not be issued for a period longer than the Insurance Certificate or Cover Note produced in support of the application.
  3. A licence plate will not be issued for this vehicle without submission of the uniform roof sign required by condition 4B(iii) on the Private Hire Vehicle Licence. This sign may be obtained from Lettercraft, Mill House, Market Place, Houghton-le-Spring, Tyne & Wear, DH4 8AH.  
 Telephone 0191 512 0096
  4. If a licence is granted in respect of this vehicle (a) it must not be assumed that a further licence (renewal) will be granted automatically when the first licence expires; (b) application for its renewal must be made at least two clear months prior to the date of expiry. Failure to do so may mean that the application cannot be dealt with prior to expiry of the existing licence.
  5. Please produce logbook and current MOT certificate.

6. Please note that vehicles fitted with privacy glass must conform to Council policy as set out below. For any further advice please speak to the Licensing Officer.

- 75% of light passing through the front windscreen;
- 70% of light passing through both front side facing windows;
- 40% of light passing through all other side facing windows.

The completed application form, licence fee and, where applicable, Department of Transport Test Certificate, must be returned to the Director of Corporate Resources, Law and Governance, Unit 1 Narrowboat Way, Hurst Business Park, Brierley Hill, West Midlands, DY5 1UF together with the Log Book or Bill of Sale.

**NOTE:** Department of Transport Certificate required 12 months after date of first registration.

Please note that all appointments must be attended promptly. If you are more than ten minutes late for your appointment you will be required to

- Attend the licensing office to **pay a further vehicle test fee** and make a further appointment to take your vehicle to Narrowboat Way.

### COMMITMENT TO CLIENT CARE

We will make every effort to arrange an appointment for you to see a member of the Licensing staff within three days of your request. However, please remember that sometimes, because of the numbers of people requiring appointments, this is not always possible.

We will also endeavour to determine your application and to issue your private hire plate within two days of your vehicle passing its mechanical test at the Narrowboat Way Depot.

If you have any complaints with regard to this application please write in the first instance to: -

Licensing Services  
Unit 1 Narrowboat Way  
Hurst Business Park  
Brierley Hill  
West Midlands  
DY5 1UF

Tel: - 01384 815377

E-mail: - [Licensing.LDS@dudley.gov.uk](mailto:Licensing.LDS@dudley.gov.uk)