

**Kirklees Council Licensing Department**

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

**Application for New Vehicle**

In order to submit an application for the above licence you must ensure you have all the relevant documents:

1. Log Book/V5 Certificate
2. Certificate of Insurance/Cover Note/Schedule For Fleet Policies
3. Fee (Card only) – Fee sheet can be found at [www.kirklees.gov.uk/licensing](http://www.kirklees.gov.uk/licensing)
4. Letter from Operator (PH only)
5. Garage Pass Sheet
6. IVA certificate for modified vehicles

Submit all documents to Licensing@kirklees.gov.uk

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| --- |
| **Hackney Plate No:**Office use only |

|  |  |
| --- | --- |
| **Title:** |  |
| **Surname:** |  |
| **Forename(s):** |  |
| **Address:** |  |
| **Post Code** |  |
| **Telephone Number (Home)** |  |
| **Mobile Number(s)** |  |
| **Email Address** |  |

**Vehicle Details**

|  |  |
| --- | --- |
| **Registration Number:** |  |
| **Date first Registered:** |  |
| **Vehicle Make:** |  |
| **Vehicle Model:** |  |
| **Vehicle Colour:** |  |
| **Number of seats:** |  |
| **Make of Meter (Hackney Only)** |  |
| **Name of Operator (PH Only)** |  |
| **Is the vehicle wheelchair accessible?**If answering yes an IVA certificate will be required |  |
| **Has the vehicle been modified since manufacture?** If answering yes an IVA certificate will be required |  |

**Vehicle Insurance**

|  |  |
| --- | --- |
| **Insurance Company:** |  |
| **Insurance Certificate Number:** |  |
| **Expiry Date:** |  |

I give permission for a HPI check to be carried out by Kirklees Council on this vehicle

Yes

I hereby DECLARE that all the information entered on this form is true and correct to the best of my knowledge and belief.

**If you no longer wish to continue with the licence for your vehicle or if you obtain a new plate your current plate MUST be returned to the Council within 7 days.**

Signed:…………………………………………………………………………. Date: ……………………………………………

**Personal Data**

We have recently updated our Privacy Notice in accordance with the Data Protection Act 2018 about how we use personal data provided to the Council. Further information can be found at…

<http://www.kirklees.gov.uk/beta/information-and-data/pdf/privacy-notice-taxi-licenses.pdf>

**For Office Use Only**

Date: ……………………………… Method of Payment: Card

Fee Paid: ………………………. Receipt Number: ………………………………….