



To book an appointment call  
01484 456868 (option 1)

Kirklees Council Licensing Department  
Town Police Clauses Act 1847/Local Government (Miscellaneous Provisions) Act 1976

## Application to Renew Vehicle (Private Hire & Hackney Carriage)

In order to renew the above licence you must ensure you have all the relevant documents before attending the office:

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. IVA certificate if not submitted previously

**Please note:** The documents listed need to be produced at your appointment, as well as the application form completed. Failure to provide this information may result in you not being able to renew your licence.

<b>Private Hire Number/Hackney Plate No:</b>	<b>Expiry Date:</b>
--	---------------------

<b>Title:</b>	
<b>Surname:</b>	
<b>Forenames:</b>	
<b>Address:</b>	
<b>Post Code</b>	
<b>Telephone Number (Home)</b>	
<b>Mobile Number</b>	
<b>Email Address</b>	

**Vehicle Details**

<b>Registration Number:</b>	
<b>Date Registered:</b>	
<b>Vehicle Make:</b>	
<b>Vehicle Model:</b>	
<b>Vehicle Colour:</b>	
<b>Make of Meter (Hackney Only)</b>	
<b>Name of Operator (PH Only)</b>	
<b>Is your vehicle wheelchair accessible?</b>	
<b>Has your vehicle been modified since manufacture?</b>	

**Vehicle Insurance**

<b>Insurance Company:</b>	
<b>Insurance Certificate Number:</b>	
<b>Expiry Date:</b>	

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: .....

---

**For Office Use Only**

Date: .....

Method of Payment: Card

Fee Paid: .....

Receipt Number: .....