



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 for New/Change Hackney Carriage/Private Hire Vehicle

In order to submit an application for 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 (this is not necessary until you collect the vehicle licence & plates)
3. Fee (Card only) – Fee sheet can be found at www.kirklees.gov.uk/licensing
4. Letter from Operator (needed when returning to collect vehicle licence & plates)
5. IVA certificate for modified vehicles

Failure to provide this information may result in you not being able to register your vehicle as a Hackney Carriage/Private Hire vehicle. **The vehicle cannot be older than 6 years old from the date of registration when you apply for the licence.**

Private Hire Number/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? <small>If answering yes an IVA certificate will be required</small>	
Has the vehicle been modified since manufacture? <small>If answering yes an IVA certificate will be required</small>	

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:

For Office Use Only

Date:

Method of Payment: Card

Fee Paid:

Receipt Number: