



Plate Number	HV032
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### Dover District Council

Application for  
 Hackney Carriage Licence 
 Permanent Transfer 
 Temporary Transfer

APPLICANT DETAILS			
SURNAME	OATRIDGE	FORENAMES	MARK,ANDREW
ADDRESS			
POSTCODE		EMAIL	
HOME PHONE		MOBILE	
NATIONAL INSURANCE NUMBER		DATE OF BIRTH	
NAME OF BUSINESS	MARK OATRIDGE		
BUSINESS ADDRESS (If different from above)			
BUSINESS EMAIL			

VEHICLE DETAILS			
REGISTRATION NUMBER			
MAKE	MODEL	COLOUR	
PEUGEOT	PSRTNER	WHITE	
DATE OF FIRST REGISTRATION	31/06/12	ENGINE CAPACITY	1.6
TYPE OF FUEL			
PETROL <input type="checkbox"/>	DIESEL <input checked="" type="checkbox"/>	HYBRID <input type="checkbox"/>	
VEHICLE TYPE	SALOON <input type="checkbox"/>	ESTATE <input type="checkbox"/>	MPV <input checked="" type="checkbox"/>
IS YOUR VEHICLE ADAPTED AS <u>WHEELCHAIR ACCESSIBLE?</u>			
YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>		



**Declaration:**

I, being the owner/part owner of the above vehicle, apply for a licence to operate this vehicle as a hackney carriage in the Dover District Council area and enclose the appropriate fee (**please refer to guidance notes**). I undertake that, in the event of this application being granted, the vehicle for which the licence is issued will be used solely as a hackney carriage. I understand that, in the event of the vehicle not being so used, the Council reserves the right to revoke the licence.

**Dover District Council shares information with other enforcement agencies in order to prevent and detect crime. Such information sharing will comply with the Information Commissioners guidelines.**

I confirm that I have read and understood the notes supplied to me with this form and declare that the particulars I have supplied are correct to the best of my knowledge and belief.

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, see <http://www.dover.gov.uk/Corporate-Information/Audit/Fair-Processing-Notice.aspx> or contact [corporateservices@dover.gov.uk](mailto:corporateservices@dover.gov.uk).

<b>Signed</b>		<b>Date</b>	05/12/2019
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If signing on behalf of a company or partnership owning the vehicle, state in which capacity

**Note:** Any person knowingly or recklessly making a false statement or who omits any material particular in giving information commits an offence and is liable on conviction to a fine under section 57(3) of The Local Government (Miscellaneous Provisions) Act 1976

For Office Use Only			
Fee	£	Unmet demand	£
Receipt No.		Date When Next MOT Due	
Date Of Commencement Of Licence			

Signed by officer		Date received	
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## DOVER DISTRICT COUNCIL

### NOTES ON HACKNEY CARRIAGE LICENSING PROCEDURE

#### 1. OWNERSHIP OF THE VEHICLE

A hackney carriage licence may only be issued to an applicant who is the owner of the vehicle either solely or jointly with other persons whose names and addresses must also be specified on the application form.

#### 2. CHANGE OF OWNERSHIP

An owner of a vehicle must notify the Council in writing of the name and address of a person to whom the vehicle is sold or transferred within 14 days of the transfer. The new owner must provide evidence that they have acquired the vehicle and hackney plate before the Council agrees to the transfer

#### 3. RESTRICTION ON NUMBERS

At present the number of hackney carriages licences in the Dover District Council controlled district is restricted to a maximum of 69 licences

#### 4. VEHICLE TESTS

The Authority needs to be satisfied that licensed vehicles operating within its area are safe.

All hackney carriage and private hire vehicles shall be subject to the current MOT standard test. The vehicle must pass a further MOT test at 6 monthly intervals once the vehicle is over three years old. The Licensing Team Leader has delegated authority to require further, more frequent testing up to a maximum of 3 tests per year where concerns over safety standards have been identified.

Licensed vehicles that fail an inspection and/or MOT test and are deemed unsuitable for use as a passenger vehicle by the vehicle examiner or Licensing Officer, will result in the vehicle proprietor being issued with a suspension notice in order to prevent the vehicle being used to carry passengers until the defect(s) is/are remedied. Once the defects have been satisfactorily remedied then the proprietor may seek the lifting of the suspension notice by the Licensing Officer.

#### 5. TAXIMETERS & TARIFF CARDS

All Hackney Carriage Vehicles must be fitted with a 'Taximeter.' Each taximeter must be tested and where possible, sealed by the Council prior to use of the vehicle. The meter must be positioned so that the display is clearly visible to the passengers. The meter must be started at the commencement of each hiring and left on until the hirer has paid the charge at the end of the journey. If the seals on any 'Taximeter' are broken the meter must be retested and resealed before use. It is an offence to tamper with any meter or the seals.

Hackney Carriage Vehicles must display a Tariff Card in the form provided by the Council in a prominent position clearly visible to passengers.

Taximeters must be operated in accordance with section 20 of Appendix A and with the Hackney Carriage Byelaws as detailed at Appendix G.

#### 6. DISPLAY OF CHARGES ETC

The number of the hackney carriage licence and a schedule of permitted fares and other charges must to be displayed conspicuously to passengers inside the hackney carriage.

#### 7. VEHICLE EXAMINATIONS

Any authorised officer of the Council or any constable has the power at any time to inspect and test, for the purpose of ascertaining its fitness, any hackney carriage licensed by a District Council, or any taximeter affixed to such a vehicle and if he is not satisfied as to the fitness of the hackney carriage or as to the accuracy of its taximeter he may by notice in writing require the proprietor of the hackney carriage to make it or its taximeter available for further inspection and testing at such reasonable time and place as may be specified in the notice and suspend the vehicle licence until such time as such authorised officer or constable is so satisfied.

#### 8. ACCOMPANYING DOCUMENTS

The applicant is required to submit for examination:

- (a) a valid Certificate of Insurance for Hire and Reward
- (b) a valid Department of Transport Vehicle Test Certificate (not more than 14 days old) or a pre-delivery inspection report in lieu of MOT for new vehicles
- (c) a Vehicle Excise Act 1971 Registration Document

All vehicles shall also be presented to the Licensing Officer for additional inspection. Prior to submitting the vehicle for examination, proprietors shall ensure that the vehicle is in good condition, i.e. mechanically sound, bodywork satisfactory and the engine and full chassis steam cleaned.

9. HACKNEY CARRIAGE PLATES

The proprietor of a hackney carriage vehicle shall fix to the vehicle licence identification plates of size, colour, design and type prescribed by the Authority.

The proprietor shall ensure that the licence identification plate is fixed to the front and rear exterior of the hackney carriage vehicle either immediately above or immediately below the bumper in such a position as the vehicle registration plate is not obscured, with the particulars thereon facing outwards so that the licence is clearly visible by daylight from the highway at the rear of the vehicle. It shall be fixed on a platform kit supplied by the Authority in such a manner as to be easily removed by an authorised officer or a police constable. The platform kit shall be fixed by bolts or screws or other similar means.

The proprietor shall ensure that an approved holder displaying a hackney carriage driver badge and a vehicle licence identification card as supplied by the Authority is displayed on the passenger compartment internal screen, in a position for passengers to clearly see.

The proprietor shall ensure that no licence identification plate be displayed other than the plates issued by the Authority, and the said plates shall be displayed only on the vehicle to which it relates.

The licence plates shall remain the property of the Authority and shall be returned to it within seven days after the service on the proprietor of an appropriate notice by the Authority in the event of the hackney carriage licence ceasing to be in force in respect of that vehicle.

10. ROOF SIGNS

All hackney carriages must bear an illuminated roof sign showing the word 'TAXI' in conspicuous letters.

11. ADVERTISEMENTS

The only other signs permitted to be displayed shall be the licence plates and a sign on the front windscreen bearing the name of the firm and/or telephone number in letters not more than 2" in height, the total size of the sign being not more than 15" x 4", and any notices permitted to be displayed by the Hackney Carriage Byelaws.

Magnetic door signs are not permitted.

Vehicles are not allowed to display written or other material on any window with the exception of those permitted by the conditions of licence.

Licensed vehicle proprietors must not display or allow to be displayed in or on their vehicles any signs, notices, advertisements, video or audio display etc either for the purpose of advertising or by way of identifying or personalising marks. However, the Authority will consider varying this prohibition on application from vehicle licence holders in accordance with the terms of the conditions laid out in section 27 of Appendix A (Hackney Carriages) or section 25 of Appendix B (Private Hire).

12. LICENCE RESTRICTION

A hackney carriage licence is issued in respect of the vehicle the registration number of which is shown on the licence and cannot in any circumstances be an authority for the use of any other vehicle as a hackney carriage.

13. ACCIDENT DAMAGE

The owner of a hackney carriage must report to the Council as soon as reasonably practicable, and in any case within 72 hours of the occurrence thereof, any accident to the vehicle causing damage materially affecting the safety, performance or appearance of the hackney carriage or the comfort or convenience of persons carried therein.

14. OFFENCES

It is an offence to operate a vehicle as a hackney carriage except that a valid hackney carriage licence is held by the owner of such vehicle and a licensed hackney carriage may only be used as such when in the charge of and driven by a person holding a current hackney carriage driver's licence. The owner is required to undertake that in the event of an application being granted the vehicle will be used solely and whole time as a hackney carriage on the understanding that in the event of the vehicle not being so used the Council reserve the right to revoke the licence.

15. FEE

See enclosed invoices.

16. PERIOD OF LICENCE

A licence taken out under this Act shall be in force from the time it is taken out until the expiration of the period of twelve months beginning with the first day of the month in which it is taken out.

17. WARNING

Any false statement or information given to the questions set out on the application form may result in cancellation of licence and in this event, the fee paid for the licence will not be refunded.

18. BYELAWS

Hackney carriage byelaws are in force in the controlled districts of the Dover District Council and they contain additional requirements. Copies may be obtained from the Licensing Section for a small charge.

19. RIGHT OF APPEAL

Any person aggrieved by the refusal of the Council to grant a licence may appeal to the Magistrates Court.

Applications for hackney carriage licences are to be handed in person to the Licensing Section, Dover District Council, White Cliffs Business Park, Dover, Kent CT16 3PJ (Telephone: Dover (01304) 872295).

LICENCE\HCPH\HC-7

# MOT test certificate



Driver & Vehicle  
Standards  
Agency

① Vehicle identification number

**VF37J9HP0BJ819536**

②a Registration number

**SF12LHL**

②b Country of registration

**GB**

Make and model

**PEUGEOT PARTNER**

⑤ Vehicle category

**M1**

④ Mileage

**18,869 miles**

Mileage history

**15,898 miles**

02.01.2019

**12,614 miles**

29.01.2018

**7,963 miles**

06.02.2017

⑦ **Pass**

③b Date of the test

**31.10.2019**

③ Expiry date

**30.10.2020**

To preserve the anniversary of the expiry date, the earliest you can present your vehicle for test is 01.10.2020.

③a Location of the test

**AIREWORTH ROAD, KEIGHLEY, BD21 4DN**

⑨ Testing organisation and inspector name

**37400 RIVERSIDE GARAGE SERVICES  
I. AHMED**

MOT test number

**3871 0634 4462**

Duplicate certificate issued by DVSA on 07 January 2020

Check that this document is genuine by visiting [www.gov.uk/check-mot-history](http://www.gov.uk/check-mot-history)

If any of the details are not correct, please contact DVSA by email at [enquiries@dvsa.gov.uk](mailto:enquiries@dvsa.gov.uk) or by telephone on 0300 1239000.

Receive a free annual MOT reminder by subscribing at [www.gov.uk/mot-reminder](http://www.gov.uk/mot-reminder) or by telephone on 0300 1239000.