



**Application for a  
Hackney Carriage  
Licence**

**Service Delivery**

**HV**

Wat Tyler House  
Beckhampton Street  
Swindon SN1 2JH  
Tel: (01793) 466212

**Form HV02**

1. What type of application is this? FIRST GRANT / VEHICLE CHANGE / RENEWAL *(delete as necessary)*

2. If the application is in respect of a plate already held, state: Plate No. Expiry Date:

3. Details of vehicle to be tested

Registration Number		
Make	Model	
Colour	Engine Capacity cc	
Passenger capacity (excluding driver)		
Number of doors		
Date of original registration		
Fuel	PETROL / DIESEL / LPG	<i>(delete as necessary)</i>
Insurance company		

Does the vehicle have tinted rear and side windows? YES / NO *(delete as necessary)*

If YES, do the windows transmit at least 70% of natural light? YES / NO *(delete as necessary)*

**4. Full Details of Applicant(s)  
FIRST OR ONLY PROPRIETOR**

Surname Date of Birth

Title Mr / Mrs / Miss / Ms *(delete as necessary)*

Forenames

Home Address

Postcode Telephone No.

**SECOND OR PART PROPRIETOR (if any)**

Surname Date of Birth

Title Mr / Mrs / Miss / Ms *(delete as necessary)*

Forenames

Home Address

Postcode Telephone No.

**5. Name of Firm who is to supply bookings (if any)**

6. Have you ever been refused a licence concerned with taxis or hire cars or had such a licence suspended or revoked? YES/NO  
If "YES" give full details including the Local Authority and date:

## 7. Declaration of Convictions.

- a) You must disclose all convictions for offences (including traffic offences) in the spaces on the page overleaf, unless that conviction is regarded as “spent” by the Rehabilitation of Offenders Act 1974. “Spent” convictions need not be disclosed to the Council.
- b) As a general guide ALL convictions must be disclosed (including traffic offences) unless the conviction falls into one of the following categories:

A SENTENCE OF

WHICH WAS

- Imprisonment for a term exceeding 6 months but not exceeding 30 months ..... over 10 years ago
- Imprisonment for a term not exceeding 6 months ..... over 7 years ago
- A fine (includes most traffic offences) ..... over 5 years ago
- Conditional discharge, bound over, probation ..... over 1 year ago
- Absolute discharge ..... over 6 months ago
- Cashiering, discharge with ignominy, dismissal with disgrace from HM forces ... over 10 years ago
- Dismissal from HM forces ..... over 7 years ago
- Disqualification, disability, prohibition ..... period of sentence unless longer period set out above

- c) Generally traffic offences are declared for a period of **5 years** (because fines are normally imposed) and has nothing to do with removal of endorsements from licences etc.
- d) If you are in any doubt, or your particular sentence is not listed above, then ask the advice of the Licensing staff or consult a solicitor.
- e) A sentence exceeding 30 months imprisonment **must always be declared**.
- f) All the requested details must be declared for each offence. Any gaps or vagueness may result in delay to the application.
- g) The coding system for driving licence endorsements may be used if you wish.
- h) All calculations as to whether a conviction is “spent” are made with reference to the conviction date NOT the date of the offence.
- i) The rehabilitation period may be automatically extended by the commission of a further offence during the rehabilitation period in respect of indictable offences.
- j) **One final word of warning.** Do not be tempted to omit an offence because you are not sure if it has to be declared or not. Ask the licensing staff. It will be considered a very serious matter and may result in the suspension or revocation of your licence.

***Now complete the declaration on the next page.***

**Declaration of First or Only Proprietor**

Full Name \_\_\_\_\_

List below all offences for which you have been convicted by a court (offences which do not need to be listed are summarised in the notes on the previous page). If you have no convictions then write NONE and sign below.

Date of conviction	Court	Offence(s)	Sentence or Order of Court

**I list above all the offences for which I have been convicted which need to be declared.**

Usual signature \_\_\_\_\_

**Declaration of Second or Part Proprietor (if any)**

Full Name \_\_\_\_\_

List below all offences for which you have been convicted by a court (offences which do not need to be listed are summarised in the notes on the previous page). If you have no convictions then write NONE and sign below.

Date of conviction	Court	Offence(s)	Sentence or Order of Court

**I list above all the offences for which I have been convicted which need to be declared.**

Usual signature \_\_\_\_\_

APPLICANTS ARE ADVISED THAT TO KNOWINGLY OR RECKLESSLY MAKE A FALSE STATEMENT OR OMIT ANY MATERIAL PARTICULAR FROM THIS APPLICATION OR ANY OTHER DOCUMENT SUBMITTED WITH IT IS A CRIMINAL OFFENCE.

**I/We declare that to the best of my/our knowledge and belief the answers given above are true.  
I/We am/are the proprietor(s) of the vehicle described overleaf as defined by Section 80 of the Local Government (Miscellaneous Provisions) Act 1976.**

Usual signature of applicant(s) \_\_\_\_\_ Date \_\_\_\_\_

## Receipt of Hackney Carriage Plate

I, the undersigned, acknowledge that the Hackney Carriage Plate issued to me as shown above, is the property of Swindon Borough Council, is held on loan by me and is to be returned to the Council on demand. I undertake to return the plate within seven days after revocation, expiry or suspension of my licence under Section 60 of the Act, whether or not any demand is made by the Council.

Signed \_\_\_\_\_

Plate No. \_\_\_\_\_

Date \_\_\_\_\_

***Note that a charge will be made for any replacement plate.***

### NOTICE

The information supplied will be used to administer the Hackney Carriage and Private Hire licensing system.



This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided as part of this application 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 the Council's website ([www.swindon.gov.uk/nfi](http://www.swindon.gov.uk/nfi)) or contact the council's Internal Audit section at Swindon Borough Council, Civic Offices, Euclid street, Swindon SN1 2JH. Under the Data Protection Act you can see your own personal information. If you would like to know more about this, please ask for our leaflet 'Access to your personal information'. Or contact the Data Protection Officer at Swindon Borough Council, Civic Offices, Euclid street, Swindon SN1 2JH.

FOR OFFICE USE ONLY	
Received by	_____
Processed by	_____
Approved by	_____