

### **An Application For A Hackney Carriage Licence On Change Of Vehicle**

In order to apply for a Hackney Carriage Licence for a Change of Vehicle, the following procedure must be followed.

An application form must be completed and signed by the proprietor.

A logbook (in the absence of the logbook, please speak to staff for advice) must be produced for the new vehicle.

A fee of £117.00 must be paid and a receipt is then issued. The vehicle test appointment will be confirmed at this point.

When the vehicle has been passed, the proprietor must come to the service point reception, along with the pass sheet, old plate and insurance.

The new plate is then issued along with a licence and the window stickers with details of the licence and the Licensing Authority. Dash numbers are also available at the counter.

**If your vehicle fails the test, you will be issued with the relevant documentation at the Test Station which will outline the reasons why. If the failure is due to MOT standards, you will be issued with a 'Refusal MOT test Certificate' which again outlines the reason for the refusal (there is important information on the reverse side of this document which should be read).**

Any enquiries regarding the above can be made at the service point or by telephone to the Licensing Administration team on 01706 924114.

**Please note: Original documents MUST be produced at every application submitted**

**Public Health**

Andrea Fallon  
 Director of Public Health and Wellbeing

**Public Protection  
 LICENSING SERVICE**

Number One Riverside  
 Smith Street, Rochdale, OL16 1XU

Telephone: (01706) 924114  
 Fax: 0844 332 0324  
 Email: [licensing.reg@rochdale.gov.uk](mailto:licensing.reg@rochdale.gov.uk)  
 Web site: [www.rochdale.gov.uk](http://www.rochdale.gov.uk)

**APPLICATION FOR A HACKNEY CARRIAGE LICENCE ON CHANGE OF VEHICLE**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

DETAILS OF PRESENT VEHICLE	DETAILS OF PROPOSED VEHICLE
Registration	Registration
Make	Make
Model	Model
Seating capacity as insured (excluding driver)	Seating capacity as insured (excluding driver)
Plate Number <b>H</b> _____	Year of manufacture
DETAILS OF METER	Number of Doors
Make	Engine Capacity
Model	Colour
Serial Number	Operator Base

Where was your meter calibrated? \_\_\_\_\_

Are you transferring your meter to your proposed vehicle? YES/NO  
 If yes, speak to a member of staff, as your meter will need re-calibrating  
 and testing. If no, then please give details of your new meter overleaf.

MAKE/MODEL: \_\_\_\_\_

SERIAL No: \_\_\_\_\_

Where was it calibrated? \_\_\_\_\_

**ADVERTISEMENTS**

Does the vehicle display any advertisements? Yes/No

If yes, have they been approved by the Licensing Manager? Yes/No

If yes, what is the design and measurements? \_\_\_\_\_

**INSURANCE**

**Please present a valid and current insurance certificate/cover note**

- ♦ Number Of Policy/Cover Note Etc.: \_\_\_\_\_
- ♦ Date of Expiry: \_\_\_\_\_
- ♦ Is It A Block Policy? \_\_\_\_\_
- ♦ Name Of Holder: \_\_\_\_\_

**APPLICANTS SHOULD NOTE THAT TO MAKE A FALSE DECLARATION IS A SERIOUS CRIMINAL OFFENCE.**

I declare that the information I have given on this form is true, and to the best of my Knowledge is correct.

I, the undersigned, hereby apply for a hackney carriage licence, on change of vehicle for the Rochdale Metropolitan Borough Area. If the application is approved I declare that, I will equip the vehicle in accordance with any requirements of any conditions and bye laws for the time being in force. I also understand that until approval if given, in writing, I must retain possession and registered ownership of the vehicle and not substitute the replacement vehicle or the licensed vehicle.

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_

**For office use only**

Ticket Number	Receipt No & Date	Insurance Checked	Documents	Door signs
	<b>£117.00 fee</b> Debit/Credit Card	Yes/No	Log Book <input type="checkbox"/> Receipt <input type="checkbox"/> V62 <input type="checkbox"/> Road Tax <input type="checkbox"/>	Checked Yes/No Which firm _____

**ENVIRONMENTAL MANAGEMENT**

**Customer Notice**

In the interests of safety, and to ensure quality standards are maintained, vehicles presented for test at Green Lane test station will be randomly selected for quality control checks after the initial test has taken place. If your vehicle is selected, the checks to be conducted will take approximately 15 minutes.

Please accept our apologies for any inconvenience this may cause. Thank you in anticipation of your continuing support to ensure we are able to maintain the quality standards expected from the vehicle test facility at Green Lane, Heywood.

**Transport and Fleet Services Manager  
Environmental Management  
Green Lane  
Heywood**