

# APPENDIX A

APPLICATION FORM

Civic Centre, Paris Street, Exeter, EX1 1JN  
[www.exeter.gov.uk](http://www.exeter.gov.uk)

**Please ask for:** Licensing  
**Direct Dial:** 01392 265702  
**Email:** [licensing.team@exeter.gov.uk](mailto:licensing.team@exeter.gov.uk)  
**Our ref:** 24/01497/LPHV  
**Your ref:** P053  
**Date:** 29 August 2025

**Local Government (Miscellaneous Provisions) Act 1976**  
**Private Hire Vehicle Licence No.: P053 - Expires 31 October 2025**

According to our records your Private Hire Vehicle licence is due to expire on **31 October 2025**. If you wish to renew your vehicle licence please ensure that you send the required documents to [licensing.team@exeter.gov.uk](mailto:licensing.team@exeter.gov.uk), leaving a minimum of 14 days for us to process your application before the date of expiry. Required documents include:

1. Completed renewal application (enclosed)
2. The V5 vehicle registration document (front page and both inner pages)
3. An MOT certificate that is not more than (3) three months old. All advisories to have been completed (evidence to be supplied)
4. A current certificate (or cover note) of insurance for the vehicle

These can be scanned or photographs of the original documents, but they must be clear and easy to read.

Once we have your documents we will process your renewal and call you for payment. We will also arrange for you to bring your vehicle in for inspection.

If the age of your vehicle is between 8 and 9 years old, then you will have to provide an additional mechanical vehicle inspection report. **The Council's policy states that any vehicles over 9 years old will not be granted a licence, unless there is an exceptional circumstance determined by a sub-committee. If you are applying for a vehicle over 9 years old you will not be granted a plate until the sub-committee has determined the matter.**

**Please note:** The only new vehicles exempt from an MOT are vehicles less than 12 months old.

If your licence is not renewed by the expiry date shown on the licence then the application will be treated as a new application. This may mean that your vehicle cannot be licensed.

### **Parking**

Please note that parking is now restricted at the rear of the Civic Centre. We only have access to a single parking space there now, and this is valid only for your 30 minute appointment slot. Failure to park within the designated parking bay may lead to you receiving a £50 penalty notice.

Yours sincerely

*Licensing Team*



**APPLICATION FOR THE RENEWAL OF A  
A HACKNEY CARRIAGE OR PRIVATE HIRE VEHICLE LICENCE**

*(Some details on this form are pre-filled from our records – if any of these details are incorrect, please use the blank space provided to give the correct details)*

<b>Name:</b>	[REDACTED]
<b>Address:</b>	[REDACTED]

<b>Telephone</b>		<b>Email:</b>	[REDACTED]
<b>Mobile</b>	[REDACTED]	<b>Vehicle registration number</b>	[REDACTED]

<b>Type of licence held:</b>	Private Hire Vehicle	<b>Vehicle Plate Number:</b>	P053
<b>Licence expiry date:</b>	31 October 2025	<b>Driver Licence No.</b>	

Any other person who is a proprietor of the vehicle or who is concerned either solely or in partnership with any other person in the keeping, employing or letting of hire of the vehicle.

Name	Address

I hereby apply for a licence for the motor vehicle identified in this application to be used as a \*Hackney Carriage\* / \*Private Hire Vehicle\* within the City of Exeter and I hereby declare that all particulars entered on the form are true and correct to the best of my knowledge and belief. *(\*Delete which does not apply)*

VEHICLE DETAILS		
<b>Make of vehicle:</b>	<b>Model of vehicle:</b>	<b>Number of passengers:</b>
Ford	Grand C-Max	6
<b>Vehicle Registration Document number:</b>		<b>Date of first registration:</b>
		15.06.2016
<b>Details of current vehicle insurance:</b>		<b>Date insurance expires:</b>
FULL		28.04.2025

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<b>Where will the vehicle be kept when not in use? (address):</b>	

<b>In respect of Private Hire Vehicles, by which Operator, and from what address will the Private Hire Vehicle be operated?</b>	
<b>Name of Operator:</b>	Prestige Executive & Taxis
<b>Address of Operator:</b>	3 Heneaton Square, Exeter, EX2 7DE

**When an application involves the substitution or exchange of an existing vehicle by a new one, please answer the following questions:**

Will the replaced vehicle continue to be used as a Licenced Private Hire/Hackney Carriage vehicle?		YES	NO
If NO, please specify reason: (i.e. private use, taken off road, etc.)			
If continuing to be used as a Licenced vehicle, please give name and address of new owner:			
Make of existing licenced vehicle:	Ford		
Registration number of existing licenced vehicle:			

I understand that omissions or incorrect statements will render the Licence if granted, liable to suspension or revocation and render me liable to prosecution.

I have been given a copy of the conditions relating to this Licence.

SIGNED		DATED	18/09/2025
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See over for notes.

Any changes in the circumstances which might render any of the above information incorrect must be immediately reported to the Office of the Assistant Director Environment, Exeter City Council, Paris Street, Exeter, EX1 1RQ

**NB: INFORMATION DISCLOSED ON THIS FORM MAY BE REVEALED TO OTHER AGENCIES AND BODIES FOR THE SOLE PURPOSE OF PREVENTING OR DETECTING CRIMES.**

**Private Hire Vehicle Renewal Procedure:**

Licenses for Private Hire vehicles are issued for a maximum of 12 months at any one time. Vehicles presented for renewal that are less than 8 years old can be renewed by Licensing Officers under delegated powers.

Vehicles presented for renewal that are between 8 and 9 years old can be renewed by Licensing Officers under delegated powers provided that the vehicle is presented for inspection in a satisfactory condition, and a comprehensive report provided into the mechanical fitness of the vehicle has been undertaken by the AA, RAC, or DEKRA, or any other approved engineer, and any essential works identified have been carried out and evidence provided to establish this. If Officers are in doubt as to the fitness or suitability of a vehicle to carry on as a licenced vehicle then they shall refer the application to the Sub-committee for determination.

Vehicles presented for renewal that are between 9 and 10 years old will be referred to the licensing sub-committee for determination. Applicants will be advised to provide a comprehensive report into the mechanical fitness of the vehicle as outlined above.

*Vehicles presented for renewal that are more 10 years old, shall not be granted. However the applicant will be given the right to apply for the application to be considered by a licensing sub-committee if they feel that their particular circumstances justify a deviation from the existing Policies.*

<b>Office use only</b>		Plate Number: P053	
Fee paid:		Date:	Receipt No.:
<b>INSPECTION OF:</b>		<b>SATISFACTORY:</b>	
1. Insurance	YES	NO	
2. Fire Extinguisher/First Aid Kit	YES	NO	
3. Cleanliness	YES	NO	
4. Advertising Signs	YES	NO	
5. Meter	YES	NO	
6. Plate fixing	YES	NO	
7. Tariff	YES	NO	
8. Bus Lane stickers	YES	NO	

Licence to be issued:	YES	NO
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NOTES:	
Date checked by officer:	SIGNED (officer)

