

APPENDIX A

**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)

Name:	██████████
Address:	██

Telephone	██████████	Email:	████████████████████
Mobile	██████████	Vehicle registration number	██████████

Type of licence held:	Private Hire Vehicle	Vehicle Plate Number:	██████
Licence expiry date:	16 th April 2026	Driver Licence No.	

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 *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		
Make of vehicle:	Model of vehicle:	Number of passengers:
VW	Caravelle	6
Vehicle Registration Document number:		Date of first registration:
██████████		██████████

Details of current vehicle insurance:	Date insurance expires:
Axa	15.12.2026

Where will the vehicle be kept when not in use? (address):	[REDACTED]

In respect of Private Hire Vehicles, by which Operator, and from what address will the Private Hire Vehicle be operated?	
Name of Operator:	[REDACTED]
Address of Operator:	[REDACTED]

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
	N/A	N/A
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:	VW Caravelle	
Registration number of existing licenced vehicle:	[REDACTED]	

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 [REDACTED] DATED 26.03 2026

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.

Office use only		Plate Number: P331	
Fee paid:		Date:	Receipt No.:
<u>INSPECTION OF:</u>		<u>SATISFACTORY:</u>	
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)