

# Temporary Vehicle Application Form

TOWN POLICE CLAUSES ACT 1847  
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976



A REPLACEMENT VEHICLE APPLICATION MUST BE COMPLETED AND SUBMITTED (WITH THE APPROPRIATE FEE) WHEN A VEHICLE IS BEING HIRED FROM A COMPANY WHILST YOUR OWN VEHICLE IS OFF THE ROAD DUE TO AN ACCIDENT OR SIMILAR.

**A LIKE FOR LIKE VEHICLE MUST BE PROVIDED**

1. Please indicate application detail (✓ as appropriate)			
Hackney Carriage		Private Hire	

2a. Existing Vehicle Details			
PLATE NUMBER:		EXPIRY DATE :	
VEHICLE REGISTRATION NUMBER:		DATE OF FIRST REGISTRATION:	
MAKE:		MODEL:	
COLOUR:		NUMBER OF DOORS:	
2b. Existing Vehicle Type (✓ as appropriate)			
Zero Emission Vehicle		Ultra Low Emission Vehicle	
Hybrid Vehicle		Petrol or Diesel Vehicle	
IS THE VEHICLE WHEELCHAIR ACCESSIBLE?		YES/ NO *(delete as applicable)	
NUMBER OF PASSENGERS* (excluding driver):			
*this information MUST correspond with the V5 Registration Document			
Details of Repair Work Required:			
Date reported to Licensing Office:			
Is a full Certificate of Compliance garage test required? (as advised by Enforcement Officer)		YES/ NO *(delete as applicable)	

**4a. Replacement Vehicle Details**

VEHICLE REGISTRATION NUMBER:

DATE OF FIRST REGISTRATION:

MAKE:

MODEL:

COLOUR:

NUMBER OF DOORS:

Zero Emission Vehicle

Ultra Low Emission Vehicle

Hybrid Vehicle

Petrol or Diesel Vehicle

IS THE VEHICLE WHEELCHAIR ACCESSIBLE?

YES/ NO \*(delete as applicable)

NUMBER OF PASSENGERS\* (excluding driver):

\*this information MUST correspond with the V5 Registration Document

**4b. Replacement Vehicle Company Details**REGISTERED KEEPER OF  
VEHICLE:ADDRESS OF REGISTERED  
KEEPER:**3. Insurance**

NAME OF INSURER:

START DATE OF INSURANCE:

END DATE OF INSURANCE:

(Original MUST be provided with your application)

**5a. Sole (or where applicable) Joint Proprietor (1)**

TITLE:

DATE OF BIRTH:

SURNAME:

TOWN OF BIRTH:

FIRST NAMES:

COUNTRY OF BIRTH:

HOME ADDRESS:

POST CODE:

Please tick preferred method of

<b>5b. Contact Information</b>	<b>contact</b>
Home Telephone Number:	
Mobile Telephone Number:	
Email Address:	

<b>5a. Joint Proprietor (2)</b>	
TITLE:	DATE OF BIRTH:
SURNAME:	TOWN OF BIRTH:
FIRST NAMES:	COUNTRY OF BIRTH:

HOME ADDRESS:

POST CODE:

<b>5b. Contact Information</b>	<b>Please tick preferred method of contact</b>
Home Telephone Number:	
Mobile Telephone Number:	
Email Address:	

**6. DECLARATION**

I declare that the information which I have given above is accurate and true.

I, the proprietor, confirm that the vehicle mentioned in 2(a) is in need of repair work as detailed above. In order to facilitate the carrying out of this work, I wish to suspend the licence and to transfer it to a replacement vehicle, as mentioned in 3(a).

My existing plate will be lodged with the City Council when the new temporary licence and plate is issued.

I understand that the licence for my existing vehicle will be, and will remain, suspended from the date and time that a temporary licence is issued until my vehicle has been tested and the plates exchanged which will lift the suspension.

It is my responsibility to ensure that this is done and I understand that my vehicle may not be used while the licence is suspended. I understand that it is my responsibility to enter into appropriate agreements with the replacement vehicle company, as mentioned in 3(b) to facilitate the arrangements as set out above.

I hereby declare that all particulars entered on this form are true and correct to the best of my knowledge and belief. I authorise the Council to make such enquiries as they, at their sole discretion, may deem to be reasonably necessary in respect of my application.

- I understand that any licence issued will be subject to the provisions of:
  - the Town Police Clauses Act 1847
  - the Local Government (Miscellaneous Provisions) Act 1976
  - the Council's licence conditions
- I accept that any licence issued will belong to the Council, and if lost or damaged, I will be liable for the cost of replacement.
- I understand that it is an offence under the terms of the Local Government (Miscellaneous Provisions) Act 1976, Section 57(3) to knowingly or recklessly make a false statement or to omit any information required in this form.
- I understand that any changes to any particulars must be notified in writing to the Cambridge City Council within 7 days.

5. I/ we hereby certify that I/ we are the proprietor(s) of the above vehicle and am/ are concerned in the keeping, employing or letting for hire of such vehicle and I/ we hereby apply for a vehicle licence for the above vehicle to be used for Hackney Carriage/ Private Hire purposes within Cambridge City.
6. I HEREBY DECLARE that all particulars entered on this form are true and correct to the best of my knowledge and belief. I authorise the Council to make such enquiries as they, at their sole discretion, may deem to be reasonably necessary in respect of my application.
7. I understand that all joint proprietors are jointly and severally liable for the actions of one another in relation to the vehicle licence and that it is for joint proprietors to make suitable partnership arrangements to manage the vehicle.
8. I understand the implications of the application and my obligations in respect of it.

The information that you provide on this form and that obtained from other relevant sources (such as the DBS Check) will be used to process your application for a Hackney Carriage and/ or Private Hire Driver Licence.

The personal information that you give us will also be used in a confidential manner to help us monitor our processes. We may also use the information if there is a complaint or legal challenge relevant to this process. We may check the information collected. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

A full privacy notice is available on our website at : <https://www.cambridge.gov.uk/media/6335/environmental-health-privacy-notice.pdf>

By signing this declaration you authorise us to collect, process and retain your personal data as described in the privacy notice.

**Signed:** \_\_\_\_\_ **Dated:** / /

**Print Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Dated:** / /

**Print Name:** \_\_\_\_\_

<b>FOR OFFICE USE ONLY (Application)</b>	
<b>Application Form Received:</b>	<b>Date:</b>  <b>Officer Initials:</b>
<b>Existing Vehicle Licence &amp; Plates Surrendered</b>  YES/ NO *(delete as applicable)	<b>Date:</b>  <b>Officer Initials:</b>
<b>Valid Insurance for Replacement Vehicle</b>  YES/ NO *(delete as applicable)	<b>Date:</b>  <b>Officer Initials</b>
<b>V5 Registration Document Seen</b>  YES/ NO *(delete as applicable)	<b>Date:</b>  <b>Officer Initials</b>
<b>Certificate of Compliance Check Completed and Satisfactory for Replacement Vehicle</b>  YES/ NO *(delete as applicable)	<b>Date:</b>  <b>Officer Initials:</b>

<b>FOR OFFICE USE ONLY (Reinstatement of Original Vehicle)</b>	
<b>Original Vehicle Ready for Licence Issue:</b>	<b>Date:</b>  <b>Officer Initials:</b>
<b>Replacement Vehicle Licence &amp; Plates Surrendered</b>  YES/ NO *(delete as applicable)	<b>Date:</b>  <b>Officer Initials:</b>
<b>Valid Insurance for Original Vehicle</b>  YES/ NO *(delete as applicable)	<b>Date:</b>  <b>Officer Initials</b>
<b>V5 Registration Document Seen</b>  YES/ NO *(delete as applicable)	<b>Date:</b>  <b>Officer Initials</b>
<b>Certificate of Compliance Check Completed and Satisfactory for Replacement Vehicle</b>  YES/ NO *(delete as applicable)	<b>Date:</b>  <b>Officer Initials:</b>
<b>Original Vehicle Inspected by Enforcement Officer</b>  YES/ NO *(delete as applicable)	<b>Date:</b>  <b>Officer Initials</b>

01/07/16