APPLICATION FOR A VEHICLE LICENCE:

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976
TOWN POLICE CLAUSES ACT 1847
PUBLIC HEALTH ACT 1875, as amended

What type of vehicle licence are you applying for? (please tick the relevant box)

<table>
<thead>
<tr>
<th>Hackney Carriage (HC)</th>
<th>Private Hire (PH)</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Transport (ST)</td>
<td>*Executive Private Hire (EPH)</td>
</tr>
</tbody>
</table>

*Executive Private Hire includes Chauffer Driven Vehicles and Limousines.

What type of application is this (please tick the relevant box)

| First time licence application (Please contact licensing@reading.gov.uk for a new plate number before the test) |
| Licence renewal |
| Transfer of ownership |
| Change of Registration |

ALL APPLICANTS
You need to arrange the vehicle test before you bring in your application. You then bring in the application before the vehicle is tested.

To drive a licensed hackney carriage, private hire vehicle or school transport vehicle a driver will need to hold the correct driver licence.

School Transport: You do not require a separate School Transport Vehicle licence if the vehicle already has:
- a Passenger Carrying Vehicle (PCV) licence, or
- a Hackney Carriage licence, or
- a Private Hire Vehicle licence.

ALL RENEWALS - You should apply to renew your licence at least four weeks BEFORE it runs out. If your current licence expires before the new one is issued you will not be able to use the vehicle. Guidance note 5.

COMPLETE THIS FORM IN BLACK INK AND IN BLOCK CAPITALS. WE WILL NOT ACCEPT THE FORM IF YOU HAVE NOT COMPLETED EVERY SECTION THAT APPLIES TO YOU.

It is an offence for any person to knowingly or recklessly make a false statement or omit any material particular when completing this form and supplying information to the Council in connection with a licence application.
**SECTION 1: OWNER DETAILS**

<table>
<thead>
<tr>
<th>Mr/Mrs/Ms/Other Surname: (Family name)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Names:</td>
</tr>
<tr>
<td>Other names by which you have been known:</td>
</tr>
</tbody>
</table>

**Important** Your name must be spelt the same way on ALL the documents given in with this form

<table>
<thead>
<tr>
<th>Date of Birth:</th>
<th>National Insurance number:</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Full Home Address:</th>
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<tbody>
<tr>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Postcode:</th>
<th>Telephone Number:</th>
</tr>
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<tr>
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<table>
<thead>
<tr>
<th>E-mail address: (It is now Mandatory to provide an email address)</th>
</tr>
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<tbody>
<tr>
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</tbody>
</table>

Please give an email you check regularly. It is quicker to e-mail you than send you a letter.

<table>
<thead>
<tr>
<th>Licensed Driver badge number:</th>
<th>Expiry date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Are you the only owner of the vehicle? Please tick one</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes ☐ No ☐</td>
</tr>
</tbody>
</table>

If the answer is No you will need to fill in Section 3.

<table>
<thead>
<tr>
<th>Will you be driving the vehicle? Please tick one</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes ☐ No ☐</td>
</tr>
</tbody>
</table>

If the answer is 'No' remember to fill in Section 4.

<table>
<thead>
<tr>
<th>Will you be the only licensed driver of the vehicle? Please tick one</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes ☐ No ☐</td>
</tr>
</tbody>
</table>

If the answer is 'No' remember to fill in Section 4.

**SECTION 2: DETAILS OF THE VEHICLE**

**FIRST TIME licence applications, with Reading Borough Council:**

Has the vehicle been licensed with any other local authority? Please tick one  
Yes ☐ No ☐  
If the answer is Yes please give the details below.

<table>
<thead>
<tr>
<th>The name of the local authority:</th>
<th>The type of licence:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Year licensed:</th>
<th>Licence number:</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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</tbody>
</table>

**LICENCE RENEWAL APPLICANTS:**

<table>
<thead>
<tr>
<th>Vehicle licence plate number:</th>
<th>Licence plate expiry date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vehicle test certificate expiry date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**ALL APPLICANTS**

<table>
<thead>
<tr>
<th>Make of vehicle:</th>
<th>Model:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Private Hire and Executive Private Hire: See guidance note7 and ALWAYS ring us before BUYING a vehicle.

<table>
<thead>
<tr>
<th>Vehicle colour:</th>
<th>Seating capacity (excluding the driver):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

As described in the registration document

<table>
<thead>
<tr>
<th>Vehicle registration:</th>
<th>Date of original vehicle registration:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Engine capacity (c.c.):</th>
<th>Engine chassis number:</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Mileage - current mileometer reading:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
### SECTION 3: VEHICLE OWNERSHIP

If you are not the only OWNER of the vehicle please give the details of the other owner below.

<table>
<thead>
<tr>
<th>Mr/Mrs/Ms/Other</th>
<th>Full name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Full Home Address:  
Postcode:  

<table>
<thead>
<tr>
<th>Nature of interest:</th>
<th>Telephone number:</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Do they intend to drive the vehicle? Please tick one  
Yes ☐  No ☐  
IF the answer is Yes you need to record their details in Section 4: ADDITIONAL DRIVER DETAILS below.

### SECTION 4: ADDITIONAL DRIVER DETAILS

If you are not the only DRIVER of the vehicle please give the details of the other drivers below.

- All drivers must be named on the insurance documents
- All drivers must have the appropriate driver’s licence issued by Reading Borough Council

<table>
<thead>
<tr>
<th>Mr/Mrs/Ms/Other</th>
<th>Full name: (driver 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Full Home Address:  
Postcode:  

<table>
<thead>
<tr>
<th>Licence badge number:</th>
<th>Badge expiry date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mr/Mrs/Ms/Other</th>
<th>Full name: (driver 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Full Home Address:  
Postcode:  

<table>
<thead>
<tr>
<th>Licence badge number:</th>
<th>Badge expiry date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OTHER DRIVERS: If you need to record the details of more drivers please use Section 13.

### SECTION 5: VEHICLE WINDOWS  
**guidance note 8**

Window types: please tick the one which applies:  
Clear glass ☐  Tinted glass ☐

If your vehicle has any tinted windows, you must provide calibrated evidence of the light transmitted through the windows otherwise the vehicle will not pass the test. No vehicle shall have after purchase tinting.

### SECTION 6: VEHICLE MODIFICATIONS - including tail lifts

Stretch Limousine owners: leave this section blank & record your modifications in section 12.)

Has the vehicle been modified in any way that alters the maker’s specification?  
Yes ☐  No ☐

If YES please give the details and provide a certificate or documentation from the company who did the modifications(s).

SCHOOL TRANSPORT VEHICLES ONLY  See guidance note 11 about Tail Lifts.

Has the vehicle been fitted with a tail lift? Please tick one  
Yes ☐  No ☐
SECTION 7: OPERATOR DECLARATION guidance note 10

Private Hire and School Transport Vehicles
Are you providing a letter of current or intended employment on headed paper from your vehicle operator?  Yes ☐  No ☐

If YES include the letter with this application.

If NO in the box below we need your company’s stamp, clearly countersigned by the company’s licence holder (owner) or the declared appointed manager.

Name and address of operating company

Signature of licence holder or manager

Name of licence holder or manager (in capitals)

Hackney Carriage Vehicles
Will the Hackney Carriage be working for a private hire vehicle operator?  Yes ☐  No ☐

IF yes, please complete the operator declaration above.

IMPORTANT: All drivers must be named on the insurance documents. Make sure you are insured for the right type of licence.

Name & address of insurance company/broker:

Phone:

Reference number of cover note OR certificate of insurance: ...................................................  ...  ...
You need to:
- arrange the vehicle test before you bring in your application form, BUT
- bring in the completed application before the vehicle is tested.

Which test centre will your vehicle be tested at?

| Universal Commercial Vehicles Limited: ☐ | Autocraft: ☐ |

Date of test:                               Time of test:                       

<table>
<thead>
<tr>
<th>Taxi Meter:</th>
<th>Make:</th>
<th>Model:</th>
<th>Serial Number:</th>
</tr>
</thead>
</table>

VIN (chassis) number

Engine number

Is the Hackney Carriage liveried?  Yes ☐ No ☐
IF Yes please give the details of the advertisement and when it expires:
Advertisement details

Expiry date:

This section is for Private Hire vehicles only.
- NEW APPLICANTS state what kind of identification signs you want on your vehicle,
- RENEWAL and TRANSFER applicants state what identification signs you already have on your vehicle.

<table>
<thead>
<tr>
<th>Type of identification</th>
<th>(Tick ‘Yes’ or ‘No’ for each option)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Side identification panels:</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>Roof sign:</td>
<td>Yes ☐ No ☐</td>
</tr>
</tbody>
</table>
SECTION 12: STRETCH LIMOUSINE DETAILS

This section is for Stretch Limousines only.

(QVM = Quality Vehicle Modifier)

<table>
<thead>
<tr>
<th>Does the vehicle have:</th>
<th>(Tick ‘Yes’ or ‘No’ for each option)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• a single vehicle type approval certificate?</td>
<td>Yes ☑ No ☐</td>
</tr>
<tr>
<td>• a European whole vehicle certificate?</td>
<td>Yes ☑ No ☐</td>
</tr>
<tr>
<td>• a UK low vehicle type approval certificate?</td>
<td>Yes ☑ No ☐</td>
</tr>
<tr>
<td>• a limousine declaration of condition of use?</td>
<td>Yes ☑ No ☐</td>
</tr>
</tbody>
</table>

SECTION 13: ADDITIONAL INFORMATION

Use this space to provide the details of extra owners, drivers or other information that may be relevant to your application.
SECTION 14: DOCUMENT CHECKLIST

Original documents only, we cannot accept copies.

- Tick the boxes to show the documents you are submitting with your application.
- If a document or fee is missing we cannot accept your application and will return the form unprocessed.

ALL VEHICLES

☐ This vehicle licence application form with all relevant questions answered
  Note: we do not accept your form if you have not answered ALL the relevant questions.

☐ The vehicle licence application fee
  See guidance note 14 for the different licence fees.

☐ Proof you own the vehicle. Please indicate which document you are submitting:
  - the V5C vehicle registration certificate (also known as a log book)
  - *an official bill of sale from the garage or trader & new keeper supplement
  - *a letter of sale from the vehicle’s previous owner & new keeper supplement
  - If you are changing your registration, please provide the confirmation from DVLA of the registration change.

*IMPORTANT:
If you are not submitting V5C vehicle registration certificate with this application you must bring it in when you receive it. Do NOT bring in a copy - we need to see the original.

☐ Vehicle Insurance. Please indicate which document you are submitting:
  - the insurance certificate
  - the cover note from the insurance company

MODIFIED VEHICLES

Make sure you have filled in Section 6 of the application form if your vehicle has been modified.

☐ Certificate or modification specification document from the company which carried out the modification(s)

PRIVATE HIRE/EXECUTIVE/SCHOOL TRANSPORT/LIMOUSINE/PARTY VEHICLES

If your operator has not stamped and countersigned your application you must provide:

☐ Letter of Current or Intended Employment from the Vehicle Operator

LIMOUSINES

☐ A Weighbridge Certificate

☐ Vehicle type approval certificate

☐ I have I have read and understood the guidance notes that came with this application form.
  ☐ I have not knowingly or recklessly, made a false statement or left out any relevant information, and I know I can be prosecuted in a Magistrates’ Court if I have.
  ☐ I understand that you will not accept an incomplete application and I know what this means. (See
guidance Note 3.)

- I have ticked the boxes in the Section 14 to show which documents I am submitting with this application.
- All the documents I am submitting are the originals and not copies.
  - I know that only drivers with the correct Reading Borough Council driver’s licence can drive a licensed vehicle.
- I know the vehicle licence plate must be correctly displayed on the vehicle at all times.
- I know a vehicle cannot be used for school transport, private hire, executive private hire or as a Hackney Carriage if it is not licensed.
- I know that if a vehicle is used for something it is not licensed for or is driven by an unlicensed driver:
  - I can be prosecuted in a Magistrates’ Court, and
  - this can stop me or my vehicle being issued with a licence.
- I agree to have a licence plate permanently fixed to the back body work or bumper in accordance with Council specifications and accept that the Council is not liable for any damage or colour change this may cause. (See guidance note 09) (Not Executive Private Hire vehicles.)
- I accept that the Council will not be responsible for any damage or colour change caused by the fitting or eventual removal of any signs. (Private Hire Vehicles only.)
- I have the read and will comply with the Council’s appropriate vehicle licence conditions.

Signature............................................................................................................. Date .............................................................................................................

SECTION 16: EQUAL OPPORTUNITIES AND FAIR TREATMENT MONITORING

Please complete this form to help the Council monitor its equal opportunity and fair treatment policy.
You do not have to provide this information and it will not affect the outcome of your application. We do not do anything else with this information and we keep it confidential.

Please tick which one of these best describes you                      Male                      Female

Black UK
Black African
Black Caribbean
Asian
Indian
Indian UK
Pakistani
Pakistani UK
Bangladeshi
Bangladeshi UK
Chinese
White UK
White European
Irish

If you do not belong to any of these categories, please specify:
GUIDANCE NOTES - VEHICLE LICENCE APPLICATIONS FOR:

- Hackney Carriages
- Private Hire
- Executive/Limousine/Party Private Hire
- School Transport

Note 1. HOW TO APPLY
Bring in your completed form, documents and fees to the Civic Offices. We are open from 9am to 5pm Monday to Friday. Hand them in at the reception desk. The receptionist will:
- copy your documents
- give you back the original documents, and
- give you a receipt.

IMPORTANT: Arrange the vehicle test before you bring in your application. BUT bring in the application before the vehicle is tested. See note 6, Vehicle Testing below.

Note 2. HOW TO PAY
Pay at the Civic Offices when you submit your form.
You can pay by: Credit card; Debit card; or Postal order.

You cannot pay with cash.

Note 3. INCOMPLETE APPLICATIONS
We will not accept your application if you:
- have not answered ALL the relevant questions, OR
- have not brought in ALL the documents we need, OR
- have not brought in the ORIGINAL documents, OR
- have not paid the correct fee(s).

Section 14 of the application form lists the documents you need to bring in. Complete the section by ticking the documents you need to bring in with your application.

Refunds:
If your application is incomplete we will return it unprocessed. If you do not re-submit a complete application within 14 days, we will give you a refund of the application fee less 15% or £70, whichever is more. See note 15 below for our full refund policy.
Note 4. WHAT TO BRING IN WITH THE APPLICATION FORM

We will not accept an application form without:
- the application fee (see note 14 below), or
- ALL the correct documents.

All the documents you submit must be identified in Section 14 of the application form. Documents must be:
- the originals - we will NOT accept photocopies or faxed copies
- in your name, and
- show the correct address.

EVERYONE has to submit:
- Proof the vehicle is insured. You need to bring in:
  - an insurance certificate or
  - a cover note from the insurance company.
- Proof you own the vehicle
  - the V5C vehicle registration certificate (which is also known as a log book), or
  - if you have just bought the vehicle (and the V5C is not yet in your name) we will accept: *
    - an official bill of sale from the garage or trader, or
    - a letter of sale from the vehicle’s previous owner.

(*Applicants who have just bought the vehicle: When you are sent the V5C vehicle registration certificate, showing you as the owner, please bring it in to the Civic Offices. Do NOT give us a copy... we need to see the original.)

OTHER documents you may need to submit:
- a letter of current or intended employment from the operating company. See note 8 below for more about this.
  - a certificate or documentation of modification if the vehicle has been modified - first time applicants only
- a weighbridge certificate for a Stretch Limousine

Note 5. WHEN TO RENEW A LICENCE

- You should make your renewal application at least four (4) weeks before the current licence runs out.
- If you make a late application and the current licence runs out before a new one is issued you will not be able to use the vehicle.

Note 6. VEHICLE TESTING Section 9 of the application form.

Booking the Vehicle & Operator Services Agency (VOSA) test
- You will need to book a VOSA vehicle test which is in two parts. One part involves an MOT test and the second part involves an RBC compliance test. (Please note the frequency of this test depends on the age of your vehicle. See the table below under ‘When to have the vehicle tested’.)
- You book and pay for the vehicle test directly with the test centre.
- You pay when you book, so have your payment details ready when you ring to book the vehicle test.
- If your vehicle requires only an RBC compliance test, the Council offers this part of the test at a fee of £25. Please contact the Licensing Section to arrange an RBC compliance test only.

**Test centres**
There are two test centres (also known as: Authorised Test Facilities) to choose from:

<table>
<thead>
<tr>
<th>Universal Commercial Vehicles Ltd</th>
<th>Autocraft</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Deacon Way</td>
<td>21-23 Boulton Road</td>
</tr>
<tr>
<td>Tilehurst</td>
<td>Reading</td>
</tr>
<tr>
<td>Reading</td>
<td>RG2 0NH</td>
</tr>
<tr>
<td>RG30 6AZ</td>
<td>Telephone:0118 9311 345</td>
</tr>
</tbody>
</table>

**When to have the vehicle tested**

<table>
<thead>
<tr>
<th>Age of Vehicle</th>
<th>Frequency of MOT</th>
<th>Frequency of Compliance Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 2 years</td>
<td>Not required</td>
<td>Once (1x) a year</td>
</tr>
<tr>
<td>3 – 5 years</td>
<td>Once (1x) a year</td>
<td>Once (1x) a year</td>
</tr>
<tr>
<td>5 years and over</td>
<td>Twice (2x) a year</td>
<td>Twice (2x) a year</td>
</tr>
</tbody>
</table>

- Book the test before you bring in your application form
- Enter the date and time of the test in Section 9. of the licence application form
- Bring in the application form at least a week before the vehicle is tested:
  - this gives us time finish processing your application once the vehicle has been tested,
- **Licence Renewals:** Arrange the test for about five (5) working days before the current licence (and test) expires, because:
  - your new licence will expire when the vehicle needs re-testing, and
  - your new licence will be valid for the longest possible time (just under a year), and
  - this gives us time to finish processing your application.

**The test**

- Arrive on time - if you arrive late:
  - the vehicle will not be tested
  - the test fee will not be refunded
  - you will have to arrange and pay for another test

If you have tinted windows see Note 8 below

**After the test**

- The test centre tell us if the vehicle has passed or not - **you do not have to contact us.**
- If your vehicle has passed and your application is complete, your licence & plate will be issued the next working day.
- If you have not received your licence and plates within five (5) working days contact us - **DO NOT contact us before five (5) working days.**

**If the vehicle fails the test**

- We cannot issue the licence and plates
- You will have to arrange for the vehicle to be repaired and re-tested.
**Note 7. TYPE OF VEHICLE** Section 2 of application form

BEFORE you agree to buy a vehicle refer to the Vehicle Specification document. If you do not have a copy of this document or there is any doubt about the suitability of the vehicle, contact licensing to make sure we will licence the model you are planning to buy.

**Note 8. WINDOWS** Section 5 of the application form.

Dark or heavily tinted windows are illegal and not permitted.
Windows must meet the following standards:

**Hackney carriages and school transport vehicles:**
- Windscreens: must let in at least 75% of the light
- Front, side windows: must let in at least 70% of the light
- Rear, side windows: must let in at least 65% of the light
- Rear screen windows: must let in at least 65% of the light

**Private hire vehicles:** (excluding exec/limo/party vehicles)
- Windscreens: must let in at least 75% of the light
- Front side windows: must let in at least 70% of the light

Prior to registration with the Driver Vehicle Licensing Authority and initial licensing with the Council, the rear side windows and rear screen of all newly manufactured vehicles must be fitted with the lowest percentage tint supplied by the manufacturer. No vehicle shall have after purchase tinting.

If the vehicle is fitted with heavy or after purchase tinting you will:
- automatically fail the test, and
- the test fee will not be refunded.

You must provide the vehicle test centre with the manufacturer’s specifications as detailed above and calibrated evidence that they meet these specifications.

Proprietors with any queries concerning compliance with these specifications should consult with officers from the Licensing Section before purchasing any vehicle.

**Note 9. VEHICLE PLATES**

Vehicle plates must be fixed in accordance with Council requirements.

- The backing plate must be attached permanently to the rear of the vehicle in a manner where it cannot be removed by a passer-by or fall off under normal driving conditions and which does not obscure or part obscure the vehicle registration plate.
- The plate must be fixed correctly to the approved backing plate with the four yellow harpoons supplied when the plate is issued.

**Note 10. VEHICLE OPERATING COMPANY DETAILS** Section 7 of the application form.

If you are applying for a private hire or executive/limousine/party private hire or school transport vehicle licence you must provide details of the operating company. We also need the operating company details if a hackney carriage will be working for an operating company.
We will accept: EITHER:
- a letter of current or intended employment on headed paper from your vehicle operator, which must include the **operator’s name & address**

OR:
- your company stamp in the box in Section X of the application form, clearly countersigned by your company’s licence holder, or appointed manager.

**Note 11. SCHOOL TRANSPORT VEHICLE TAIL LIFTS** Section 6 of application form

Tail lifts must be maintained and operated in accordance with the British Standard Code of Practice for Tail Lifts BSEN1756. This code of practice requires that the tail lift to be:
- tested once a year, and
- inspected twice a year.

Vehicle owners have to pay an extra test fee for this service and will need to supply evidence, if requested, that tail lifts meets the required standard.

All private hire vehicles (not executive/limousine/party or school transport) are required to have either side identification panel or a roof sign. The Council is not responsible for any damage or colour change caused by the fitting or eventual removal of Private Hire vehicle signs. For details of the specification for side panels and roof signs, refer to the Vehicle Specification document.

**Note 13. HOW TO CONTACT US**

If you do not understand the application process you can contact us:
By e-mail: licensing@reading.gov.uk
By ☎: 0118 937 3762.
By post: The Licensing Section, Civic Offices, Bridge Street, Reading, RG1 2LU.

**Note 14. VEHICLE LICENCE APPLICATION AND RENEWAL FEES 2015**

<table>
<thead>
<tr>
<th>LICENCE</th>
<th>NEW APPLICATION OR RENEWAL</th>
<th>TRANSFER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hackney</td>
<td>£400.00 (Reducing to £346 in April 2020-fee includes Unmet Demand Survey fee)</td>
<td>£48.00</td>
</tr>
<tr>
<td>Private Hire</td>
<td>£307.00</td>
<td>£48.00</td>
</tr>
<tr>
<td>Executive Private Hire</td>
<td>£343.00</td>
<td>£48.00</td>
</tr>
<tr>
<td>School Transport</td>
<td>£98.00</td>
<td>£48.00</td>
</tr>
<tr>
<td>Change of Registration No.</td>
<td>£58.00</td>
<td></td>
</tr>
</tbody>
</table>
Note 15. REFUND POLICY

- If you withdraw or are refused your application before any process has been carried out, we will levy a fee of 15% or £70.00 whichever is greater.
- If you withdraw or are refused your application after the process has started, we will levy a fee of 30% or £140.00 whichever is greater.
- If your application progresses to a Committee hearing, but is unsuccessful we will levy a fee of 50% or £300.00 whichever is greater.
- Charges made in accordance with the refund policy will be subject to an overall maximum of £500.
- Vehicle licences surrendered before they expire will get a refund:
  - based on the number of full months left on the licence from the issue date
  - up to a maximum of six (6) months, and
  - less a £30 administration fee.

Note 16. General Data Protection

We collect personal information to help us provide a service to you. We will not share your information with third parties for marketing purposes or any other reason unless required to do so by law. For more information explaining how we protect and use your information please see our privacy notice at www.reading.gov.uk/dataprotection
# LICENSING

**NOTE:**
This is only an official receipt if the sum received has been printed by the cash terminal.

### Details of payment:

<table>
<thead>
<tr>
<th>Description</th>
<th>Income Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver</td>
<td></td>
<td>R</td>
</tr>
<tr>
<td>Operator</td>
<td></td>
<td>R</td>
</tr>
<tr>
<td>Vehicle</td>
<td></td>
<td>R</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>R</td>
</tr>
</tbody>
</table>

This is only an official receipt if the sum received has been printed by the cash terminal.

Name: ............................................
Address: ............................................

Plate No: ............................................
Badge No: ............................................

Details of payment:

- Cheque □
- PO □

TOTAL £