

## Appendix L

### Documents to be submitted when making an application for a new or renewal vehicle licence

- the correct fee;
- An original certificate of insurance for the vehicle, valid on the day the licence is collected, insuring it for the purpose of its use as a hackney carriage vehicle or private hire vehicle as appropriate ; certificates of insurance emailed direct from the insurance company will be accepted;
- The original Vehicle Registration Document showing the current owners name and address or the new keeper supplement; (document must be in person name, sole trader, partnership or limited company);
- An MOT certificate issued during a mechanical vehicle inspection at a Council nominated testing station dated within the month preceding the application;  
on renewal applications, this certificate shall be no older than two months prior to the expiry of the vehicle licence;
- A 'Rossendale Test' pass certificate from the same MOT testing station the MOT certificate was issued from confirming that the vehicle conforms to the standards set by the Council dated within the month preceding the application;  
on renewal applications, this certificate shall be no older than two months prior to the expiry of the vehicle licence; and
- If applicable, a letter from the registered keeper of the vehicle to the applicant, stating that they have given their permission for the vehicle to be licensed.
- If the applicant is not a holder of a current Rossendale drivers licence or a Rossendale Private Hire Operators licence the application must include a valid basic disclosure (issued within 1 month of the application being submitted) and a completed statutory declaration
- Any application not accompanied by the appropriate documentation shall be rejected as invalid. Rejected applications containing original documentation will under no circumstances be posted back without the consent of the applicant and they must be collected from the Council offices. The application will remain rejected and will not be considered for licensing until such time as a full and complete resubmission made.