

**TO:** The Licensing Officer  
Tendring District Council  
Legal Services  
Westleigh House  
Carnarvon Road  
Clacton on Sea, Essex CO15 6QT

**HACKNEY CARRIAGE/PRIVATE HIRE DRIVER LICENSING**

I wish to apply for the grant of a Hackney Carriage/Private Hire Driver's Licence.

I enclose herewith the sum of £30.00 which is the administrative charge for the supply of an application pack and understand that, although this sum is not refundable, if I submit my application for a Hackney Carriage/Private Hire Driver's Licence within six months of today's date, this sum will be offset against the total application fee due.

**Signed:** .....

**Name:** .....  
[Block Letters]

**Address:** .....  
.....

**Date:** .....