

Greater Manchester Private Hire Vehicle Support Fund

Supporting Documents Checklist

Use this checklist to make sure you have all the documents you need for your application.

Why this matters

- ✓ Providing the correct documents first time will help us process your application more quickly and avoid delays.

Before you start

Please make sure:

- ✓ Documents are clear and easy to read
- ✓ Names match across all documents
- ✓ Documents are valid and in date where required
- ✓ You upload all pages where requested

Accepted formats

Format	What this means
PDF files	A complete, readable PDF of the document
Clear photographs	A photo where all details are visible and not cropped
Scanned copies	A clear scan of the full document

Stage 1: Identity and verification

1. Photo ID

What you need

- ✓ A valid passport
- ✓ A valid driving licence

Check before uploading

- ✓ Your name matches your application
- ✓ If you use your driving licence as Photo ID, do not also use it as Proof of Address

2. Proof of address

What you need

- ✓ Utility bill issued within the last 3 months
- ✓ Mortgage statement issued within the last 12 months
- ✓ Council Tax bill issued within the last 12 months
- ✓ Driving licence, if not used as Photo ID

What it must show

- ✓ Full name
- ✓ Home address
- ✓ Date issued

Important information

- ✓ Utility bills can include gas, electricity, water, broadband or fixed telephone line
- ✓ If you do not have these documents, you can provide a bank statement from a different account to the one that will receive the grant payment, issued within the last 3 months
- ✓ You can also provide your passport and driving licence together

3. Bank statement

What you need	What it must show	Important information
✓ A bank statement issued within the last 3 months	✓ Full name ✓ Current address ✓ Bank account details	✓ Your name must match your Photo ID ✓ Personal, joint and business accounts are accepted ✓ If the account is in a company name, you must also provide an HMRC or tax document showing your connection to the company ✓ We may also check Companies House records where required

4. PHV vehicle licence certificate

What you need	What it must show	Check before uploading
✓ Your current PHV vehicle licence certificate issued by your local authority	✓ Vehicle registration number ✓ Valid licence dates	✓ The name matches your V5C ✓ The name matches your Photo ID
Important information	Not accepted	
✓ For business-owned vehicles, we may contact your local authority to confirm ownership information	✗ Driver badges ✗ Driver licences	

5. V5C vehicle logbook

What you need	Check before uploading	Important information
✓ The V5C for the non-compliant vehicle being replaced	✓ The name matches your PHV vehicle licence ✓ The name matches your Photo ID	✓ For business-owned vehicles, we may contact your local authority to confirm ownership information

Stage 2: Evidence of vehicle replacement

Once you have purchased your replacement vehicle, you will need to provide the documents below.

1. Proof of purchase

What you need	What it must show	Important information
✓ Dealer invoice or receipt ✓ Private sale receipt	✓ Buyer name ✓ Seller name ✓ Vehicle registration number ✓ Vehicle details ✓ Purchase date ✓ Purchase price ✓ Buyer address ✓ Seller address	✓ For private sales, the receipt must include the seller signature and buyer signature

2. Updated V5C replacement vehicle

What you need	Check before uploading	Important information
✓ The full V5C for your replacement compliant vehicle	✓ All pages of the V5C are included ✓ The name matches your PHV vehicle licence	✓ For business-owned vehicles, we may contact your local authority to

	✓ The name matches your Photo ID	confirm ownership information
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3. Replacement PHV vehicle licence certificate

What you need	What it must show	Check before uploading
✓ The PHV vehicle licence certificate for your replacement compliant vehicle	✓ Vehicle registration number ✓ Valid licence dates	✓ The name matches your updated V5C ✓ The name matches your proof of purchase
Important information ✓ For business-owned vehicles, we may contact your local authority to confirm ownership information	Not accepted ✗ Driver badges ✗ Driver licences	

Before you submit

Common reasons applications may be delayed

- ! Names do not match across documents
- ! Documents have expired
- ! Photographs are unclear, cropped or difficult to read
- ! V5C documents are incomplete
- ! Private sale receipts are missing signatures
- ! A driver licence or driver badge has been uploaded instead of a PHV vehicle licence certificate