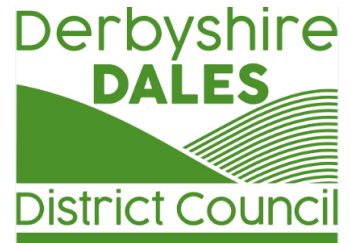


VEHICLE LICENCE APPLICATION

Reg No.

(NEW / REPLACEMENT VEHICLE)



Local Government (Miscellaneous Provisions) Act 1976 Town Police Clauses Act 1847

Application submission:

Your fully completed application form can be scanned and submitted by email to: licensing@derbyshiredales.gov.uk and must be accompanied by copies of the relevant documents. Please see the documents listed overleaf under "Documents Required". Your insurance certificate or valid cover note must cover the use of the vehicle for Private Hire or Hackney Carriage, as appropriate.

Alternatively, completed applications with copies of the required documents may be posted or hand delivered for the attention of the Licensing Team to: Town Hall, Bank Road, Matlock, DE4 3NN.

Please note that the Council is no longer able to accept payments by cheque. **Please do not post cash or original vehicle documents.** A member of the Licensing Team will contact you on receipt of your completed application to arrange card payment of the fee.

Incomplete/incorrect application forms will be rejected.

FEES

See list of Fees and Charges.

INSPECTION OF VEHICLES

The Licensing Team will make arrangements for an appointment for your vehicle to be tested at the District Council's Depot.

Before completing this form, applicants must ensure that they have read the District Council's Hackney Carriage and Private Hire Vehicle Licensing Policy. Please pay particular attention to the application procedures detailed in it.



DOCUMENTS REQUIRED

V5/V55 (Log Book) – Full document – presentation of the original will be required (not a photocopy or scan.)

Used vehicle check – evidence that the vehicle has never been written off

Bill of Sale/Vehicle receipt.

Current MOT Certificate

Current Certificate of Insurance or Valid Cover Note

Proprietor Requisition Declaration

Please complete all the questions in the form.

If you have nothing to record, please state "Not applicable" or "None"

SECTION 1

Please complete in BLOCK CAPITAL LETTERS and in black ink

Mr Mrs Ms Other

A: Full Forenames

B: Surname

C: Previous Name or Aliases

D: Current Home Address (Full Postal Address)

Post Code

E mail address:

<input type="text"/>	<input type="text"/>
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E: Telephone Number (Home)

F: Mobile Telephone Number

<input type="text"/>	<input type="text"/>
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G: Daytime Contact Telephone Number

H: Driver Badge Number (if applicable)

I: Is the vehicle to be licensed as a Hackney Carriage or a Private Hire Vehicle?

Hackney Carriage

Private Hire Vehicle

If the vehicle is to be licensed as a Private Hire Vehicle a valid Private Hire Operator Licence must be in place.

Private Hire Operator Licence number: Expiry Date:

Name of Taxi Firm or Private Hire Operator or Hackney Carriage Business Name
Please include details of any names/logos/stickers to be displayed on any promotional material or on the rear doors of the vehicle.

J: Will you be allowing or employing any person to drive the vehicle Yes No

If yes, please state name, full address and badge number (use additional sheet if required)

NB: You will also need to complete the enclosed Proprietorship Requisition Declaration Form supplied in this application pack.

SECTION 2

A: Do you hold any other licences by another Authority Yes No

If yes, please give details below

B: Are you the registered keeper of the Vehicle? Yes No

If no, please state name and address of registered keeper(s) below.

SECTION 3

A: Do you have any other vehicle(s) licensed in your name? Yes No

If yes please state number of vehicles currently licensed to you and all plate numbers with corresponding registration numbers:

B: Is the vehicle fully wheelchair accessible? Yes No

(All drivers of wheelchair accessible vehicles must provide evidence of competence in loading and care of wheelchair passengers, in accordance with the Council's Policy Section 5.11)

DETAILS OF VEHICLE TO BE LICENSED (NEW / REPLACEMENT):

i) Registration Number:

PLEASE NOTE: VEHICLE MUST BE LESS THAN 10 YEARS OLD – PLEASE PHONE FOR ADVICE.

ii) Make:

iii) Model:

iv) Engine Size:

v) Type of Body:
(i.e. hatchback)

vi) Colour:

vii) Date of First
Registration:

viii) Chassis/Body No:

ix) Engine Number:

x) Number of Seats:
(including wheelchairs
but excluding Driver)

xi) Address at which vehicle
will normally be kept:
(if different from Section 1)

xii) Meter Make:

xiii) Meter Model:

xiv) Meter Serial No:

- xv) Is a two way radio to be fitted? Yes No
- xvi) Is a hands free car phone installed? Yes No
- xvii) Name of insurance Broker:
- xviii) Name of insurance company:
- xix) Insurance Expiry Date:
- xx) Insurance Policy Number:
- xxi) Type of Cover:
(Comprehensive, Third Party
Fire & Theft, Third Party Only)

SECTION 4 – DECLARATION

I confirm that this vehicle has not been written off for insurance purposes at any time. I understand that checks may be carried out by the Licensing Authority.

I declare that to the best of my knowledge and belief that the statements in this application are true and correct. I understand that if there are any omissions, false statement(s) or I omit any material particular, my application may be refused without further consideration or if a licence has been issued, I shall be liable to immediate suspension. I also consent to the result of my Criminal Record Bureau disclosure being shown to members of any relevant Council Committee, if necessary to determine my application. If it comes to light after the licence has been granted that I have made omissions, false statements or omitted any material particular I understand that I shall be liable for prosecution.

In the event of a licence(s) being granted to me, I undertake to fulfil all reasonable obligations to the public and to comply with all the rules, orders, regulations and conditions at the time being in force.

Signature:

Date:

Print Name:

PLEASE NOTE SECTION 57(3) OF THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 STATES: IF ANY PERSON(S) KNOWINGLY OR RECKLESSLY MAKES A FALSE STATEMENT OR OMITTS ANY MATERIAL PARTICULAR IN GIVING INFORMATION UNDER THIS SECTION, HE SHALL BE GUILTY OF AN OFFENCE.

YOUR GUIDE TO DATA PROTECTION

The Data Protection Act 1998 gives you rights, as our customers, about how your personal information is obtained and used by Derbyshire Dales District Council. The Act places obligations on the Council. This guide informs you of your rights under the Data Protection Act and details how we handle your information.

The personal information that you provide to Derbyshire Dales District Council will be used for the purpose of processing your licence application. Your personal information will only be shared with other authorities or organisations where appropriate or legally required; for example, these could include Police Authority, Gambling Commission, Immigration Authority, Disclosure and Barring Service, DVLA, HMRC. Personal data can be used for data matching purposes to detect and prevent fraud.

We will not share your information with third parties for marketing purposes or any other reason unless required to do so by law.

Further information on how we process your personal information can be found on our website at <https://www.derbyshiredales.gov.uk/your-council/data-information>

WHAT INFORMATION DO WE HOLD AND HOW DO WE OBTAIN IT?

In addition to the information that you provide to us, we may also receive information about you from one or more of the following sources:

Police Authorities
Local Government Departments
Other Government Agencies

FOR WHAT PURPOSE DO WE HOLD THE INFORMATION?

We use your information for either one or more purpose, outlined below:

To process your licensing application, enforcement and issue a licence

To maintain a public register where appropriate

We must protect the public funds that we handle, so we may use the information you have provided on this form for the prevention and detection of fraud and crime and to confirm foreign nationals entitlement to work in the UK. We may also share this information for the same purpose with other organisations that handle public funds, and bodies involved in the investigation and detection of crime.

CARING FOR YOUR DATA

We undertake that we will have in place a level of security appropriate to the nature of the data and the harm that might result from a breach of security.

We further undertake that we will:

- Not hold information about you which is excessive in relation to the purpose for which it is processed.
- Keep any information about you accurate and, where necessary, up to date.
(To help us do this, please keep us informed if any of your details change).
- Not keeping processed data for any purpose longer than necessary.
- Process your information in accordance with your rights under the Data Protection Act 1998.

YOU HAVE CERTAIN RIGHTS UNDER THE DATA PROTECTION ACT IN RELATION TO THE INFORMATION THAT WE HOLD ABOUT YOU. IF YOU REQUIRE FURTHER INFORMATION ABOUT THESE RIGHTS PLEASE WRITE TO:

The Licensing Section, Derbyshire Dales District Council, Town Hall, Matlock, DE4 3NN or e mail: licensing@derbyshiredales.gov.uk. Telephone number: 01629 761313.