

VEHICLE LICENCE APPLICATION (Renewal / Transfer)



Reg No.

Plate No.

Expires

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

INFORMATION NOTES

PLEASE USE THIS FORM IF YOU WOULD LIKE TO APPLY FOR THE **RENEWAL** OR **TRANSFER** OF A LICENCE FOR A HACKNEY CARRIAGE OR PRIVATE HIRE VEHICLE. PLEASE NOTE THAT WHEN MAKING ANY VEHICLE APPLICATION YOU MUST PRODUCE THE DOCUMENTS LISTED IN THE TABLE ON PAGE 2 – FAILURE TO DO SO MAY RESULT IN US NOT BEING ABLE TO PROCESS YOUR APPLICATION AT THE APPOINTMENT. THERE IS A SEPARATE FORM AVAILABLE FOR A NEW LICENCE OR REPLACEMENT VEHICLE LICENCE APPLICATION – PLEASE CONTACT THE LICENSING SECTION IF YOU NEED ONE. YOU ARE REMINDED THAT ONLY A LICENSED HACKNEY CARRIAGE OR PRIVATE HIRE VEHICLE DRIVER MAY DRIVE A LICENSED VEHICLE.

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.

OFFICE OPENING TIMES – 09:00 TO 16:30 – BY APPOINTMENT ONLY

Saturday/Sunday/Bank Holidays: these offices are closed

You must make an **APPOINTMENT** for your application to be processed by contacting the Licensing Section on 01629 761383. You will need to bring with you your completed application form, together with the documents stated overleaf and the appropriate fee.

FEEES

See list of Fees and Charges.

Before completing this form, applicants must ensure that they have read the District Council's Hackney Carriage and Private Hire Vehicle Licensing Policy supplied previously. Please pay particular attention to the application procedures and conditions detailed in it. (If you require another copy please contact the Licensing Team as above).

INSPECTION OF VEHICLES

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

This reminder has been sent approximately **8 weeks** before your current licence is due to expire. Ideally, you should apply to renew your licence **4 weeks** before your licence will expire, but where this is not possible, you must allow **at least 10 working days**.

You are reminded that this is a courtesy service only, and it is ultimately your responsibility to ensure that your licence does not expire. Should you allow your licence to expire you will need to begin the process again with a New application.

Please ensure all relevant parts of the form are completed fully or marked 'NOT APPLICABLE'

DOCUMENTS REQUIRED

PLEASE CHECK YOU BRING ALL THE DOCUMENTS LISTED BELOW WITH YOU. IF YOU DO NOT, IT WILL NOT BE POSSIBLE TO PROCESS YOUR APPLICATION AT YOUR APPOINTMENT.

V5/V55 (Log Book)	Current Certificate of Insurance or Valid Cover Note
MOT Certificate	Proprietor Requisition Declaration (if applicable)
Current Licence issued by the Council	

TYPE OF LICENCE REQUIRED – CROSS (✓) RELEVANT BOX

Hackney Carriage

Private Hire

SECTION 1 – TO BE COMPLETED BY ALL APPLICANTS

Please tick relevant box

A Renewal – (Complete Sections 1, 2, 3, and 5)

B Transfer – (Complete Sections 1, 2, 4 and 5)

SECTION 2 – TO BE COMPLETED BY ALL APPLICANTS

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:

E: Telephone Number (Home)

Mobile Number:

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F: Daytime Contact Number:

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G: Driver Badge Number (if applicable)

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H: Name of Private Hire Operator of Taxi Firm

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

If yes, please state name, address and badge number

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

If yes, please give details below

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

If no, please state name and address of registered keeper below

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SECTION 3 – TO BE COMPLETED FOR LICENCE RENEWALS

A: Plate Number B: Reg No.

C: Expiry Date

IF YOU ARE APPLYING TO TRANSFER OWNERSHIP OF THE VEHICLE PLEASE COMPLETE SECTION 4 OF THIS FORM

SECTION 4 – TO BE COMPLETED FOR TRANSFER OF LICENCE

A: VEHICLE TRANSFER DETAILS FOR EITHER A HACKNEY CARRIAGE OR PRIVATE HIRE VEHICLE

i) Plate Number ii) Registration No.

iii) Licence No. iv) Licence Granted

v) Date of Expiry

vi) Meter Make

vii) Meter Model

viii) Meter Serial Number

ix) Date of Transfer of Ownership

x) Date Hackney Carriage or Private Hire Vehicle Licence to be transferred

B: PREVIOUS LICENCE HOLDER DETAILS

i) Name

ii) Date of Birth

iii) Badge No.

iv) Current Home Address:

C: CONSENT TO TRANSFER

i) Signature of Previous Licence Holder

ii) Print Name of Previous Licence Holder

iii) Signature of New Licence Holder

iv) Print Name of New Licence Holder

SECTION 5 – DECLARATION – FOR RENEWALS AND TRANSFERS

I declare that to the best of my knowledge and belief that the statements herein 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:

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.

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