



**South  
Derbyshire  
District Council**

## **RENEWAL PRIVATE HIRE VEHICLE LICENCE APPLICATION FORM**

- **Please note that it is an offence to give false information - all questions must be answered.**
- **An application will not be deemed valid until the Licensing Authority have received all required documents in addition to a completed and signed application form, and the relevant fee:**
  - 1 Insurance certificate
  - 2 Depot inspection certificate
  - 3 Weight test/passenger lift certificate (if the vehicle has a tail lift)
  - 4 Meter calibration certificate (if the vehicle has a meter fitted)
  - 5 Current tariff card of operator (if meter fitted)
  - 6 Basic DBS (if not a licensed driver or operator with this Authority);
- **Please note that documents do not need to be provided with this application if an up to date copy has already been supplied to the Licensing Department. If the documents are due to expire shortly then they must be provided with the application.**
- **A renewal form must be completed with the same ownership details as the current licence. If any details other than the business name, address, or contact numbers have changed then you must complete a transfer application form in addition to this renewal form, and complete your renewal form with the new ownership details. A separate fee is payable for a transfer application.**
- **The fee for this application is £190. On booking the depot test, you will have to pay a fee of £31 to secure your appointment. The balance of £159 will be payable on submission of the application.**

### **VEHICLE PROPRIETOR DETAILS**

1. Surname:	2. Forenames:
3. Company Name:	4. Company Number:
5. Current registered address:  Post Code:	
6. Date of Birth:	7. Telephone:

8. Mobile:	9. Email:
10. Do you hold a private hire driver's licence with this Authority? If yes, please provide your licence number:	
11(a). Are you permitted to work in the UK?: Yes <input type="checkbox"/> No <input type="checkbox"/> 11(b). Are there any restrictions?: Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please detail them below)	

### PARTICULARS OF EXISTING VEHICLE

12. Registration number:	13. Plate number:
14. Does the vehicle have a meter installed? Yes <input type="checkbox"/> No <input type="checkbox"/> <b>If yes, please provide the meter calibration certificate and a copy of the operator's tariff.</b>	15. Has the vehicle been modified since the licence has been granted? Yes <input type="checkbox"/> No <input type="checkbox"/> <b>If yes, please provide details and the DVSA compliance certificate. Please use a separate sheet if necessary.</b>
16. What fuel does the vehicle run on? Petrol <input type="checkbox"/> Diesel <input type="checkbox"/> LPG <input type="checkbox"/> Bio-Fuel <input type="checkbox"/> Hybrid <input type="checkbox"/> Electric <input type="checkbox"/>	
17. Does the vehicle have CCTV installed? Yes <input type="checkbox"/> No <input type="checkbox"/>	
18. Has the CCTV system been approved by the Licensing Department? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please complete the CCTV request form and return with this completed application form	
19. Will anybody else drive the vehicle? Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please specify name(s) and private hire driver's licence number below. Continue on a separate sheet if necessary)	
Driver name:	Badge:
Driver name:	Badge:

### PRIVATE HIRE OPERATOR INFORMATION

20. Name of the operator(s) currently using the vehicle to fulfil bookings:	
Name:	Address:

Name:	Address:
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**DECLARATION**

**Fraud Act 2006**

I hereby declare that I fully understand, have read and checked the details and questions on this application form and that the foregoing statements are true. I understand that it is a criminal offence if I or anyone else gives false information, or makes a false representation, or fails to disclose information in order for me to obtain a private hire licence. I am fully aware that the provision of a false statement, or information, or the concealment of offences/ convictions/ cautions in order to obtain a licence is an offence under the above Act and under section 57(3) of the Local Government (Miscellaneous Provisions) Act 1976 which may result in refusal of this application. I understand that action will be taken against any licence granted as a result of breaching these Acts.

I have received and read the Private Hire Conditions for Operators, Vehicles and Drivers and I undertake, in the event of a licence being granted, to observe and perform such conditions.

I can confirm that a MOT and adequate insurance shall be in place for the term of the licence.

**Signed by or on behalf of the applicant\***

Signed .....Applicant    Date.....

Print Name.....Capacity.....

Signed .....Applicant    Date.....

Print Name.....Capacity.....

\* If signing for a Ltd Company or LLP only one signatory is required, otherwise all applicants detailed on this application form must sign above.

**Please Note**

**If any part of this application form is not completed it will be returned to the applicant.**

**Your application will only be processed once all the necessary documents and the fee are submitted**

**Privacy Notice**

**How is your information used?**

We collect information to assess your suitability and fitness to be issued with a private hire licence and to assist us in managing your licence. We may also use your contact details in the event that we need to contact you in relation to your licence(s).

**Who has access to your information?**

Information is shared with other regulatory and enforcement authorities including, but not

limited to, other Council services; Councillors; the Police; HM Revenues and Custom; Home Office Immigration; Cabinet Office; National Anti-Fraud Network; NHS services, and other local authorities when allowed to by law for the purposes of the administration and enforcement of authorisations, and for the purposes of the prevention and detection of crime, public safety, public health, protection of the environment and prevention of fraud.

Certain information about licences (including in particular your name and the address of any premises to which a licence applies) may be published on a public register on our website when we are required to by law. Licences that have to be determined by our Councillors will be published in exempt minutes on our website.

*For further information about how your personal information will be used, please visit [www.southderbyshire.gov.uk](http://www.southderbyshire.gov.uk) where you can see a full copy of our privacy notice. Alternatively you can request a hard copy from [licensing@southderbyshire.gov.uk](mailto:licensing@southderbyshire.gov.uk)*

### **Air Quality (Taxi and Private Hire Vehicles) Database Regulations 2019**

The licensing authority provides information to DEFRA in line with the above Regulations to assist those local authorities with a Clean Air Zone in differentiating between taxis, private hire vehicles and normal private vehicles in order to charge the correct fee if a vehicle enters their Clean Air Zone. It is mandatory for Licensing Authorities to share this private hire vehicle licence data and the data is shared with DEFRA on a minimum weekly basis via a secured portal. The data sent to DEFRA is limited to:

- the vehicle registration mark of the vehicle;
- the issue date of the licence;
- the expiry date of the licence;
- confirmation that the vehicle is a private hire vehicle;
- licence number;
- whether the vehicle is a wheelchair accessible vehicle.

Information will be processed in accordance with the Data Protection Act 2018 (DPA) and General Data Protection Regulation (GDPR). Any provision of data to DEFRA is necessary to comply with the statutory obligation placed on the Council by the 2019 Regulations. Data will be retained by DEFRA for a period of seven years and will not be transferred outside of the UK.

The authority has a published policy on the approach it will take to requests by other authorities for further information about entries on the database. You can read that policy at <https://www.southderbyshire.gov.uk/our-services/licensing/private-hire>

If you wish to raise any issue related to the data protection legislation, including by relying on any of the rights afforded to data subjects under the GDPR, you can do so to the authority's Data Protection Officer at [dataprotectionofficer@southderbyshire.gov.uk](mailto:dataprotectionofficer@southderbyshire.gov.uk) This includes submitting a subject access request.

You always have the right to make a complaint to the Information Commissioner's Office (ICO). Advice on how to raise a concern about handling of data can be found on the ICO's website: <https://ico.org.uk/make-a-complaint/>