

UTTLESFORD DISTRICT COUNCIL
APPLICATION FOR A PRIVATE HIRE VEHICLE LICENCE
Local Government (Miscellaneous Provisions) Act 1976 – Part II



Uttlesford District Council
Council Offices
London Road
Saffron Walden
Essex CB11 4ER

**ALL QUESTIONS SET OUT BELOW MUST BE ANSWERED BY THE APPLICANT AND NOT
CROSSED OUT (PLEASE USE BLOCK LETTERS).**

1. Full names and address of applicant. 1 _____

_____ Postcode _____
- Telephone No: Tel _____
2. (a) Are you the sole owner of the vehicle? 2(a) YES/NO

(b) If 'NO', give the name and address of the owner and any part owner. (b) _____

3. Vehicle make and model 3 _____

Registration No. _____

Date of original registration _____

Vehicle Colour _____
4. (a) Number of seats (excluding driver) (a) _____ (b) _____
(b) Number of doors
(c) Is the vehicle wheelchair accessible? 4 (c) YES/NO
5. Number of existing Private Hire plate (if any) _____
6. Name and address of Private Hire Operator by whom vehicle is to be operated. 6 _____

7. Address at which vehicle is to be kept when not in use 7 _____

8. (a) Is a 2 way radio fitted or to be fitted? 8 YES/NO
(b) State alternative method of communication to be used If NO _____
9. What kind of insurance policy do you hold in respect of the vehicle (public hire, fully comprehensive, third party third party fire and theft, etc) 9 _____

10. Who is permitted on Insurance Certificate to drive the vehicle? 10 _____

- 11 What hours of the day and night will the vehicle be available for hire? 11
- 12 Do you have any paid occupation or business other than as a Private Hire Vehicle driver? If so, what is the nature of it? 11
- 13 If this vehicle is in substitution for an existing licensed Private Hire Vehicle give the registration number of the vehicle to be taken out of service. 13
- 14 Has the vehicle licence ever been refused or suspended in respect of this vehicle? YES/NO

I undertake to observe the licensing conditions of Uttlesford District Council relating to private hire vehicles from time to time in force.

I, the undersigned, hereby apply for a Private Hire Vehicle licence in respect of the vehicle described above to be let for hire within the District of Uttlesford.

I declare that to the best of my knowledge and belief, the statements made here are true and correct and that I am in a position to fulfil as a Private Hire Vehicle proprietor all reasonable obligation to the public.

I realise that if for the purpose of obtaining a Private Hire Vehicle licence I make any false statement or omit any material particulars, I shall be liable to prosecution.

Usual Signature _____ Date _____
of applicant(s)
(See note (a) below) _____ Date _____

Signature of all _____ Date _____
persons declared in
question 2 above _____ Date _____

PLEASE READ THE FOLLOWING NOTES CAREFULLY

NOTES:

- (a) This application must be signed by the applicant and each owner or part owner of the vehicle for which a Private Hire vehicle licence is sought. In the case of a limited company or other Legal Entity this application must be signed on its behalf by the Secretary or Manager or other duly authorised agent of the Company or firm owning the vehicle.
- (b) Vehicles currently over 12 years old will not be licensed. Currently licensed vehicles will need to surrender their licences when reaching the age of 12 unless they are specialised vehicles i.e wheelchair accessible or solely for school contract use.
- (c) This application form should be taken or sent to the address at the head of this form together with the following:

The current licensing conditions of Uttlesford District Council relating to private hire vehicles may be found on the Councils website at <http://www.uttlesford.gov.uk/privatehire> or a hard copy will be made available on request.

- 1. Appropriate fee £58.00 (GLE 001 X136)
- 2. Vehicle registration document (original & photocopy)
- 3. Vehicle Insurance Certificate (must state it covers private hire)
- 4. Department of Environment Test Certificate (MOT) for vehicles over 3 year old (original & photocopy)
- 5. Licensed vehicle inspection report

LICENSING

This privacy notice is provided for clarification on what information the council needs in order to process your application for a licence relating to the activity notified

It is necessary for the council to gather, collect, store and process personal information relating to your application. The council puts measures in place to protect the privacy of individuals throughout this process.

As a public authority, Council takes your rights and freedoms seriously and will only release information when required under law or with your consent. Further information about your rights, how to contact the Data Protection Officer, how long information is held or how we process your personal information can be found at:

<http://www.uttlesford.gov.uk/privacy-notice>

Information we may collect

- Name
- Address + Postcode
- Date of Birth
- Telephone details
- Emails address
- National Insurance Number
- Employer details
- Income details (we occasionally request details of driver income to inform enforcement work)
- Medical information

We may share the information with

- Other departments of the Council
- Other councils
- Government departments such the Cabinet Office (as part of the National Fraud Initiative)
- Police

The council will only keep your information for as long as necessary. Full details of how long the council retains your information can be found in the council's Document Retention Schedule <https://www.uttlesford.gov.uk/CHttpHandler.ashx?id=7319&p=0>. After this time your information will be securely destroyed.