**UTTLESFORD DISTRICT COUNCIL**

**PRIVATE HIRE VEHICLES**

**APPLICATION FOR PRIVATE HIRE PLATE EXEMPTION**

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

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| **Part 1 – Details of Applicant** |
| Last Name:  First Name:  Address:    Postcode:  Telephone No.:  Email Address:  Operator Name: Operator No.: |
| **Part 2 – Details of Licensed Private Hire Vehicle** |
| Licence No.: PHV Vehicle Reg No.:  Vehicle Make:  Vehicle Model:  Date of First Registration: |
| **Part 3 – Reason for Exemption Request** |
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| **Part 4 – Declaration and Signature of Applicant** |
| *Please tick*  I have paid the application fee of £11.00  (Please provide receipt number with your application form).  I/We confirm that if this exemption is approved, I/we agree to abide by the additional conditions applicable to private hire vehicles which are exempted from the requirement to display a plate.  Signature: Date:  Print Name: |

**Information Requirements**

To enable us to consider your application, management require further evidence to necessitate plate exemption. Under ‘*The Data Protection Act 2018, Schedule 2 Exemptions etc from the GDPR – Part 2 P7 Functions designed to protect the public etc’* We are therefore entitled to request further information. Please read the following requirements:

A clear case for the exemption must be made by the vehicle proprietor, in writing, to the Council. In determining such an application, it will normally be the status of the passengers and the nature of the work that will indicate whether the exemption should be granted. The quality of the vehicle being used may be supportive of an application, but it will not be the sole determining factor.

A request for exemption shall only be considered for an individual vehicle and not for a fleet, and each request shall be considered on its own merits.

To apply for an exemption from the requirement to display identification plates and signs, the proprietor of the private hire vehicle must produce:

* A completed exemption application form and payment of the appropriate fee.
* Documentation in support of the application evidencing that the vehicle carries out or is intended to carry out ‘executive work’. This is expected to include formal written contracts from companies and/or clients who for security or personal safety reasons would not want the vehicle to be identifiable, and a standard paragraph upon a booking form or other contract document supplied by the operator will not be sufficient evidence.
* The previous three months of booking records for the relevant vehicle. (For new applications, unless for a replacement vehicle, three months of booking records must be provided after a provisional exemption has been granted).
* Please refer to Section 5 of the ‘***Licensing Policy relating to the Hackney Carriage and Private Hire Trade*’** on the UDC website.

We look forward to receiving the above information, which should be submitted together with this form.