



East Cambridgeshire
District Council

APPLICATION FOR THE RENEWAL OF A PRIVATE HIRE VEHICLE LICENCE

- **Please familiarise yourself with our terms and conditions before completing this application**
- **It is an offence to give false information - all questions must be answered.**
- **An application will not be deemed valid unless the Licensing Authority receives the following documents in addition to a completed and signed application form, and the relevant fee:**

1. V5 registration document¹
2. Plate exemption paperwork (if applicable)

¹ The V5 should be in the name of the current registered keeper of the vehicle, and must state **M1** in the vehicle category unless an IVA certificate is already lodged with the Authority.

- **A renewal form must be completed with the same proprietorship details as the current licence. If any details other than the address, or contact numbers have changed then you must complete a transfer application form, or a variation application form in addition to this renewal form, and complete this renewal form with the new ownership/vehicle details. A separate fee is payable for a transfer or variation application.**

METHOD OF COMMUNICATION

- The Council's primary method of communication is by email.
- The Council may also communicate with you via text message to your mobile phone. As the Council is not a telecommunications company it will be necessary to use the services of a 3rd party such as BT or Virgin to provide this facility. Where text messaging is used the Council will observe the principles of General Data Protection Regulations (GDPR) and the Data Protection Act 2018.
- By signing this application form you are agreeing to permit the Council to contact you using email, phone, text, and traditional paper based communication.

LICENCE PERIOD

East Cambridgeshire District Council issues twelve month vehicle licences. Applications where the vehicle is over 3 years of age (taken from the V5 document) are eligible for a licence, but the vehicle will be required to pass a compliance test every six months whilst licensed.

Annual licence - £250

EXISTING LICENCE NUMBER

Please enter your existing Private Hire vehicle licence number:

APPLICANT TYPE

Please indicate who will be the proprietor of the vehicle.

- Sole trader (complete sections 1 to 8, and 24 onwards)
- Partnership (complete sections 1 to 16, and 24 onwards)
- Limited Liability Partnership (LLP) (complete sections 17 onwards)
- Limited Company (complete sections 17 onwards)

VEHICLE PROPRIETOR DETAILS

1. Surname:

2. Forename(s)

3. Current registered address:

Postcode:

4. Date of birth:

5. Telephone:

6. Mobile:

7. Email:

8(a). Are you permitted to work in the UK?: Yes No

8(b). Are there any restrictions?: Yes No (If yes, please detail them below)

ADDITIONAL VEHICLE PROPRIETOR DETAILS

9. Surname:

10. Forename(s)

11. Current registered address:

Postcode:

12. Date of birth:

13. Telephone:

14. Mobile:

15. Email:

16(a). Are you permitted to work in the UK?: Yes No

16(b). Are there any restrictions?: Yes No (If yes, please detail them below)

OTHER VEHICLE PROPRIETOR DETAILS

17. Ltd Company/LLP name:

18. Current registered address of Ltd Company/LLP:

Postcode:

19. Ltd Company/LLP registration number:

20. Mobile:	21. Telephone:
22. Email:	
23. Director/ Partner/Company Secretary names: (please indicate all persons registered with Companies House, in the order you would like us to contact you)	

VEHICLE DETAILS	
24. Registration number:	25. Make and model:
26. Engine capacity:	27. Colour
28. Date of first registration (taken from V5):	29. Number of seats (excluding driver):
30. Is the vehicle a purpose built wheelchair accessible vehicle?: Yes <input type="checkbox"/> No <input type="checkbox"/>	
31. Has the vehicle been modified since manufacture: Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please provide details)	
32. What fuel does the vehicle use?: 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"/>	
33. Do you wish to be considered for plate exemption? Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, proof of work undertaken will need to be provided)	

SUPPORTING DOCUMENTS CHECKLIST	
1. V5 logbook	Enclosed: <input type="checkbox"/> To follow: <input type="checkbox"/>
2. Plate exemption paperwork	Enclosed: <input type="checkbox"/> To follow: <input type="checkbox"/> N/A: <input type="checkbox"/>

DECLARATION
<p>Fraud Act 2006</p> <p>I hereby declare that I fully understand, have read and checked the details and questions on this application form and 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 vehicle licence. I am fully aware that the provision of a false statement, or information in order to obtain a licence is an offence under the above Act which may result in the refusal of this licence application and any subsequent licence applications for a period of one to three years. I am also aware that any licence granted as a result of breaching the above Act will be immediately revoked. A refusal or revocation decision is not reliant on a formal conviction under the above Act being secured.</p> <p>I have read the Taxi and Private Hire Licensing Policy, and I undertake, in the event of a licence being granted, to observe and comply with its contents.</p> <p>Signed by or on behalf of the applicant²</p> <p>Signed (by the applicant):.....Date:.....</p>

Print name:.....Capacity:.....

Signed (by the applicant):.....Date:.....

Print name:.....Capacity:.....

² If signing on behalf of a Ltd Company or LLP only one responsible person needs to sign.

GDPR AND THE DATA PROTECTION ACT 2018

In line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, East Cambridgeshire District Council is fully committed to protect the privacy of our constituents, staff and members. We ensure the safe processing of personal data through strict guidelines for collection, storage and retention of information. Where appropriate, data sharing protocols are entered into and robust security measures are in place. The council maintains its Public Services Network (PSN) compliance, demonstrating its on-going commitment to supporting best practice in the maintenance and handling of data.

For further information contact: The Data Protection Officer, The Grange, Nutholt Lane, Ely, Cambs., CB7 4EE (email: dataprotection@eastcambs.gov.uk)

The Licensing Authority maintains a data retention and sharing policy in accordance with GDPR rules, which explains how your information could be used by the Licensing Authority. Further details are available on the Council's website www.eastcambs.gov.uk.