**Application Form for a Private Hire Vehicle Licence**

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**Licensing – Privacy Notice**

**How is your information used?**

We may use your information to: process applications, investigate and prosecute relevant illegal activities, investigate and prosecute Corporate Fraud; send you communications that you have requested or that may be of interest; ask agencies, government departments or other public bodies to give us information they have about you; check information you have provided, or information about you that someone else has provided, with other information we hold; get information about you from certain third parties, or give information to them to check the accuracy of information, prevent or detect fraud or protect public funds. These third parties include Government Departments, other Local Authorities and private sector companies, as allowed by law.

**Who has access to your information?**

We may share your information with:

- Other Council Departments – to ensure we meet our statutory duties; or to collect debt, and prevent fraud and the misuse of public funds.

- External organisations, for example, HM Revenues & Customs, the Department of Work and Pensions, the Police, the Audit Commission and other enforcement agencies and third parties, for other purposes allowed by law, including, to prevent fraud and the misuse of public funds.

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

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Please complete this form in your own handwriting in BLOCK CAPITALS

All vehicle documents should accompany this application

It is an offence to give false information

1

1a

**Particulars of Vehicle**

Registration No: __________________________ Colour: __________________________

Engine Capacity: ____________ cc. To be licensed to carry ________ passengers

Make: __________________________ Model: __________________________

Date of First Registration: ____________________________________________
(can be found on Registration Document V5C)
## Modifications of vehicle

Has the vehicle **EVER** been modified from the manufacturer’s original specification?

If modified a VIVA may be required when you submit this application form. www.gov.uk/vehicle-approval/voluntary-approval.

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<tr>
<th>Yes</th>
<th>No</th>
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If yes, what were the modifications?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

If you answered yes to the above please complete the questions below:

Have you informed your insurance provider that the vehicle has been modified?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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Have you informed the Driver Vehicle Licensing Authority (DVLA) that the vehicle has been modified?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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The Council reserves the right to contact your insurance provider in order to obtain confirmation it is aware of the modification you have declared.

**Please note:** if the vehicle has been modified from it’s original manufacturer’s specification it may delay or prevent your licence application.
### 3

#### 3a

**This part is to be completed if vehicle is not company owned.**

**Your Details**

Surname of First Applicant: ____________________________ (Mr, Mrs, Miss, Ms): __________

Other Names (in full): ____________________________________________

Home address: ___________________________________________________

______________________________________________________________ Postcode: __________________________

Telephone No (Home): __________________ Mobile phone number: __________________

Badge No: ______________

If more than one name is required on the licence, please complete section 3b.

If vehicle is company owned, please complete section 3d.

To be completed by person in partnership agreement with 3a.

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#### 3b

Surname/Family Name: __________________________

Other Names: ______________________________________

Address: ___________________________________________

_____________________________________________ Postcode: __________________________

Home Telephone No: __________________ Mobile phone number: __________________

Badge No: ______________

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#### 3c

Correspondence Address (if different from current address):

________________________________________________________

_____________________________________________ Postcode: __________________________

Home Telephone No: __________________ Mobile phone number: __________________

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#### 3d

**To be Completed Only if Company/Partnership Owned Vehicle**

Name of Company: ____________________________________________

Address of Registered Office: ______________________________________

__________________________________________________________ Post Code: __________________________

Company Registered number: __________________

Telephone number: __________________ Mobile phone number: __________________

Address of Business (if different to Registered Office address):

__________________________________________________________

_______________________________________________ Post Code: __________________________

Telephone number: __________________ Mobile phone number: __________________
Particulars of Directors/Partnerships – (Full Names, Home Addresses and phone numbers):

a. Name:______________________________________________________________
   Home Address:________________________________________________________________
   Telephone number:__________________ Mobile phone number:_________________

b. Name:________________________________________________________________
   Home  Address:________________________________________________________
   Telephone number:__________________ Mobile phone number:_________________

c. Name:________________________________________________________________
   Home Address:_________________________________________________________
   Telephone number:__________________ Mobile phone number:_________________

d. Name:______________________________________________________________
   Home Address:________________________________________________________________
   Telephone number:__________________ Mobile phone number:_________________

e. Name:________________________________________________________________
   Home Address:_________________________________________________________
   Telephone number:__________________ Mobile phone number:_________________

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<tr>
<th>Particulars of Any Criminal Offences, Cautions, Reprimands and/or Warnings, Fixed Penalty and/or Restorative Justice Disposal</th>
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<tbody>
<tr>
<td>To be completed by proprietors who do not hold a drivers licence issued by Derby City Council.</td>
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<tr>
<td>Have you ever been convicted of any criminal offence(s), or received any cautions, reprimands, warnings, fixed penalty notices and/or restorative justice disposals?</td>
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<td>Please tick the correct box: Yes ☐ No ☐</td>
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<td>You MUST include all those that you may have already disclosed to the Licensing Team.</td>
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<td>If yes, please give details:</td>
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<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Court</th>
<th>Offence</th>
<th>Decision</th>
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All criminal offences must be declared including those which are 'spent' under the Rehabilitation of Offenders Act 1974

Warning: Applicants are liable to prosecution if they knowingly make a false statement to obtain a Private Hire Vehicle Licence, or do not give details of current endorsements or convictions of offences other than motoring offences. So is any other person who knowingly makes a false statement to help obtain one.
### Declaration

I/we declare that I/we have checked the answers given in this application and that, to the best of my/our knowledge and belief, they are correct.

I/We have read the Conditions of Licensing and I/we undertake, in the event of a licence being granted, to observe and perform such conditions.

I/We declare that I/we have previously submitted a V5C to the Taxi Licensing Department and confirm that no changes have taken place to this document.

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<th>Signed (applicant):</th>
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<table>
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<tr>
<th>Signed (applicant):</th>
<th>Date:</th>
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<tr>
<th>Signed (operator):</th>
<th>Licence No:</th>
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<th>Address or official stamp:</th>
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All persons referred to in the answer 3 should sign this declaration. In the case of a limited company, the Company Secretary or Managing Director should sign the declaration.