



Derby City Council

Application Form for a Private Hire Vehicle Licence

Office use only
(Feb 2018)

Plate No:

Expiry Date:

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 derby.gov.uk/privacy-notice where you can see a full copy of our privacy notice. Alternatively you can request a hard copy from - licensing@derby.gov.uk

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 Particulars of Vehicle

1a 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)

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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.**

Yes

No

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?

Yes

No

Have you informed the Driver Vehicle Licensing Authority (DVLA) that the vehicle has been modified?

Yes

No

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

<p>3 3a</p>	<p>This part is to be completed if vehicle is not company owned.</p> <p>Your Details</p> <p>Surname of First Applicant: _____</p> <p>Title (Mr, Mrs, Miss, Ms, Mx): _____</p> <p>Other Names (in full): _____</p> <p>Home address: _____</p> <p>_____ Postcode: _____</p> <p>Telephone No (Home): _____ Mobile phone number: _____</p> <p>Badge No: _____</p> <p>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.</p>
<p>3b</p>	<p>Surname/Family Name: _____</p> <p>Other Names: _____</p> <p>Address: _____</p> <p>_____ Postcode: _____</p> <p>Home Telephone No: _____ Mobile phone number: _____</p> <p>Badge No: _____</p>
<p>3c</p>	<p>Correspondence Address (if different from current address): _____</p> <p>_____ Postcode: _____</p> <p>Home Telephone No: _____ Mobile phone number: _____</p>
<p>3d</p>	<p>To be Completed Only if Company/Partnership Owned Vehicle</p> <p>Name of Company: _____</p> <p>Address of Registered Office: _____</p> <p>_____</p> <p>Post Code: _____ Company Registered number: _____</p> <p>Telephone number: _____ Mobile phone number: _____</p> <p>Address of Business (if different to Registered Office address): _____</p> <p>_____</p> <p>_____ Post Code: _____</p> <p>Telephone number: _____ Mobile phone number: _____</p>

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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Particulars of Any Criminal Offences, Cautions, Reprimands and/or Warnings, Fixed Penalty and/or Restorative Justice Disposal

To be completed by proprietors who **do not** hold a drivers licence issued by Derby City Council.

Have you **EVER** been convicted of any criminal offences or received any cautions, reprimands, warnings, fixed penalty notices (including motoring) and/ or restorative justice disposals that are not 'protected' as defined by the Rehabilitation of Offenders Act? **You MUST include all those that you may have already disclosed to the Licensing Team.**

Please tick the correct box: **Yes** **No**

If yes, please give details:

:

Name	Date	Court	Offence	Decision

All offences, including those which are 'spent' under the Rehabilitation of Offenders Act 1974, must be declared regardless of age, unless they are 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

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.

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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.

Signed (applicant): _____ Date: _____

Signed (applicant): _____ Date: _____

Signed (operator): _____ Licence No: _____

Date: _____

Address or official stamp: _____

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.