



**South
Derbyshire
District Council**

**NEW PRIVATE HIRE VEHICLE LICENCE
APPLICATION FORM**

- Please note that it is an offence to give false information - all questions must be answered.
- An application will not be deemed valid until the Licensing Authority have received all documents in addition to a completed and signed application form, and the relevant fee:

- 1 V5 registration document/slip;
- 2 Current MOT (if more than 3 years old);
- 3 Current insurance certificate;
- 4 Current depot inspection certificate;
- 5 Proof of new road tax
- 6 Weight test/passenger lift certificate (if the proposed vehicle has a tail lift);
- 7 Tail lift training certificates for anyone who will drive the vehicle (if the vehicle is fitted with a tail lift);
- 8 Meter calibration certificate (if the proposed vehicle has a meter fitted);
- 9 Current tariff card of operator (if meter fitted);
- 10 Wheelchair training certificate (if wheelchair accessible vehicle)

- The fee for this application is £273.

VEHICLE PROPRIETOR DETAILS

1. Surname:	2. Forenames:
3. Company Name:	4. Company Number:
4. Current registered address: Post Code:	
5. Date of Birth:	6. Telephone:
7. Mobile:	8. Email:
9. Do you give permission to use your mobile number for text reminders? Yes <input type="checkbox"/> No <input type="checkbox"/>	
10(a). Are you permitted to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>	
10(b). Are there any restrictions? Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please detail them below)	

ADDITIONAL PROPRIETOR DETAILS

11. Surname:	12. Forenames:
13. Company Name:	14. Company Number:
15. Current registered address: Post Code:	
16. Date of Birth:	17. Telephone:
18. Mobile:	19. Email:
20. Do you give permission to use your mobile number for text reminders?: Yes <input type="checkbox"/> No <input type="checkbox"/>	
21(a). Are you permitted to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>	
22(b). Are there any restrictions? Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please detail them below)	

HIRE COMPANY

23. If the vehicle proprietor is a hire company, please provide details of who will be driving this vehicle?
Full name: Address: Private hire driver's licence number: Operator the driver works for:
Full name: Address: Private hire driver's licence number: Operator the driver works for:

PARTICULARS OF VEHICLE

24. Registration Number:	25. Make and model:
26. Engine Capacity:	27. Colour:
28. Is the vehicle a purpose built wheelchair accessible vehicle? Yes <input type="checkbox"/> No <input type="checkbox"/>	29. Does the vehicle have a tail lift installed? Yes <input type="checkbox"/> No <input type="checkbox"/>
30. No of seats (excluding driver):	31. Does the vehicle have a meter installed? Yes <input type="checkbox"/> No <input type="checkbox"/>
32. Date first registered (taken from V5 logbook):	33. Has the vehicle been modified since manufacturer? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details and compliance certificates. Please use a separate sheet if necessary.
34. Have you or any of the drivers entitled to use this vehicle completed any training on using the tailgate? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
35. What fuel does the vehicle run on? 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"/>	
36. Does the vehicle have CCTV installed? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please complete the CCTV request form and return with this completed application form	
37. Will anybody else drive the vehicle? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify name(s) and private hire number below. Continue on a separate sheet if necessary.	
Driver name:	Badge:

Driver name:	Badge:
Driver name:	Badge:
Driver name:	Badge:

PRIVATE HIRE OPERATOR INFORMATION

38. Name of the operator(s) you propose to use the vehicle to fulfil bookings for?

Name:	Address:
Name:	Address:
Name:	Address:

DECLARATION

Fraud Act 2006

I hereby declare that I fully understand, have read and checked the details and questions on this application form and that 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 licence. I am fully aware that the provision of a false statement, or information, or the concealment of offences/ convictions/ cautions in order to obtain a licence is an offence under the above Act and under section 57(3) of the Local Government (Miscellaneous Provisions) Act 1976 which may result in refusal of this application. I understand that action will be taken against any licence granted as a result of breaching these Acts.

I have received and read the Private Hire Conditions for Operators, Vehicles and Drivers and I undertake, in the event of a licence being granted, to observe and perform such conditions.

Signed by or on behalf of the applicant*

Signed Date.....

Print Name.....Capacity.....

Signed Date.....

Print Name.....Capacity.....

* If signing for a Limited Company or LLP only one signatory is required, otherwise all applicants detailed on this application form must sign above.

Please Note

If any part of this application form is not completed it will be returned to the applicant.

Your application will only be processed once all the necessary documents and the fee are submitted

Privacy Notice

How is your information used?

We collect information to assess your suitability and fitness to be issued with a private hire licence and to assist us in managing your licence. We may also use your contact details in the event that we need to contact you in relation to your licence(s).

Who has access to your information?

Information is shared with other regulatory and enforcement authorities including, but not limited to, other Council services; Councillors; the Police; HM Revenues and Custom; Home Office Immigration; Cabinet Office; National Anti-Fraud Network; NHS services, and other local authorities when allowed to by law for the purposes of the administration and enforcement of authorisations, and for the purposes of the prevention and detection of crime, public safety, public health, protection of the environment and prevention of fraud.

Certain information about licences (including in particular your name and the address of any premises to which a licence applies) may be published on a public register on our website when we are required to by law. Licences that have to be determined by our Councillors will be published in exempt minutes on our website.

For further information about how your personal information will be used, please visit www.south-derbys.gov.uk where you can see a full copy of our privacy notice. Alternatively you can request a hard copy from licensing@south-derbys.gov.uk