



**South
Derbyshire
District Council**

PRIVATE HIRE TRAILER LICENCE APPLICATION FORM

- Please read our terms and conditions before completing this application.
- It is an offence to give false information - all questions must be answered.
- The following documents need to accompany this application:
 - 1) Copy of DVLA licence highlighting the appropriate permitting category to tow a trailer
 - 2) Copy of vehicle insurance highlighting proof trailer is insured for its purpose
 - 3) Depot check certificate
- This application form is to be used to notify the Licensing Authority if a private hire vehicle licence holder wishes to use a trailer with their vehicle. The licence will be issued to the same individual, limited liability partnership, or limited company that holds the vehicle licence.
- It is the responsibility of the vehicle licence holder to ensure that any person driving a licensed vehicle with a trailer has the relevant category on their DVLA licence and is fully insured to tow a trailer.
- The fee is £25.

PRIVATE HIRE VEHICLE DETAILS

1. Registration number:	2. Plate number:
3. Make and model:	
4. Name and address of vehicle proprietor:	
5. Telephone Number:	

PARTICULARS OF TRAILER

6. Registration number:	7. Make and model of trailer:
8. Serial number (if any):	9. Are you the owner of the trailer? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, please give details on a separate blank sheet)
10. Age of the trailer:	11. What is the maximum load weight of the trailer?

12. Name of operator intended for use?	13. Where will the trailer be kept when not in use?
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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*:

SignedApplicant Date.....

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

* This form must be signed by the vehicle licence holder.

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

Air Quality (Taxi and Private Hire Vehicles) Database Regulations 2019

The licensing authority provides information to DEFRA in line with the above Regulations to assist those local authorities with a Clean Air Zone in differentiating between taxis, private hire vehicles and normal private vehicles in order to charge the correct fee if a vehicle enters their Clean Air Zone.

It is mandatory for Licensing Authorities to share this private hire vehicle licence data and the data is shared with DEFRA on a minimum weekly basis via a secured portal. The data sent to DEFRA is limited to:

- the vehicle registration mark of the vehicle;
- the issue date of the licence;
- the expiry date of the licence;
- confirmation that the vehicle is a private hire vehicle;
- licence number;
- whether the vehicle is a wheelchair accessible vehicle.

Information will be processed in accordance with the Data Protection Act 2018 (DPA) and General Data Protection Regulation (GDPR). Any provision of data to DEFRA is necessary to comply with the statutory obligation placed on the Council by the 2019 Regulations. Data will be retained by DEFRA for a period of seven years and will not be transferred outside of the UK.

The authority has a published policy on the approach it will take to requests by other authorities for further information about entries on the database. You can read that policy at <https://www.southderbyshire.gov.uk/our-services/licensing/private-hire>

If you wish to raise any issue related to the data protection legislation, including by relying on any of the rights afforded to data subjects under the GDPR, you can do so to the authority's Data Protection Officer at dataprotectionofficer@southderbyshire.gov.uk This includes submitting a subject access request.

You always have the right to make a complaint to the Information Commissioner's Office (ICO). Advice on how to raise a concern about handling of data can be found on the ICO's website: <https://ico.org.uk/make-a-complaint/>