



## South Staffordshire Council

### APPLICATION TO LICENCE A HACKNEY CARRIAGE VEHICLE

In accordance with the appropriate provisions in that behalf of the Local Government (Miscellaneous Provisions) Act 1976, I apply for a licence to licence a Hackney Carriage vehicle within the South Staffordshire District.

<b>Is this a new application/renewal/transfer ownership? (if renewal of transfer please provide previous licence no.)</b>	<b>HV</b>
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<b>► 1. Details of applicant</b>	
<b>Full Name</b>	
<b>Previous names or aliases:</b>	
<b>Home Address:</b> (N.B. if living outside of South Staffordshire please also complete Section 6 with regard to use of the vehicle)	
<b>Postcode:</b>	
<b>National Insurance Number:</b>	
<b>Daytime Telephone No:</b>	
<b>Mobile Telephone No:</b>	
<b>E-mail address:</b>	
<b>Date of Birth:</b>	
<b>Badge Number: (if applicable)</b>	
<b>Please state the <u>name</u> of the person, proprietor, firm or company who will use the vehicle:</b>	
<b>Please state the <u>address</u> of the person, proprietor, firm or company who will use the vehicle:</b>	
<b>Are you the registered keeper of the vehicle to be licensed?</b>	<b>Yes / No* if you have answered 'no' please state name &amp; address of registered keeper. * delete as applicable</b>

<b>Name &amp; address of registered keeper:</b>	
<b>2. Licence renewal only</b>	
<b>Plate No:</b>	
<b>Registration No:</b>	
<b>Expiry Date:</b>	
<b>▶ 3. Particulars New Vehicle</b>	
<b>Make of the vehicle:</b>	
<b>Model of the vehicle: (If new application <u>must</u> be purpose built)</b>	
<b>Colour of vehicle:</b>	
<b>Type of body:</b>	
<b>Registration Number:</b>	
<b>Engine Size:</b>	
<b>Chassis/Body Number:</b>	
<b>Engine Number:</b>	
<b>Mileage at time of application:</b>	
<b>Number of passenger seats excluding driver:</b>	
<b>Type of Meter: (i.e. manual or calendar)</b>	
<b>Type of fuel</b>	<b>*Petrol /Diesel/ LPG/Bio fuel: *Delete as appropriate</b>
<b>MOT Registration Number:</b>	
<b>MOT Expiry:</b>	
<b>Each vehicle must, unless granted an exception by the Council, display an illuminated roof sign with the words "TAXI". An owner may also choose to display approved door livery.</b>	

**► 4. Transfer of Ownership of Licence only (Please note a transfer of a vehicle is when a licensed vehicle is sold and the name of the licence holder changes.)**

**Plate Number:**

**Registration Number:**

**Licence No:**

**Licence Granted:**

**Date of Expiry:**

**Previous Licence Holder Details:**

**Name:**

**Date of Birth:**

**Badge No:**

**Current Home Address:**

**Signature of proposed new licence holder.**

**Name(s) in BLOCK CAPITALS (Present licence holder).**

**Signature of present licence holder.**

**► 5. General**

**Have you ever in the past applied for a hackney carriage or private hire vehicle licence with this authority? If so, give details of most recent**

**If this application is approved, will you, as licence holder, drive the vehicle?**

**Yes / No**

**If yes, please give details of your current drivers badge:**

**Badge Number:**

**Expiry Date:**

**► 6. DRIVERS WHO LIVE OUTSIDE OF SOUTH STAFFORDSHIRE**

If you wish to be a **hackney carriage driver but live outside of South Staffordshire** we require information, pursuant to section 57 of the Local Government (Miscellaneous Provisions) Act 1976 as to whether you intend to use the vehicle in South Staffs District or rather outside of the district. You will need to be able to show what proportion of your business you propose to carry out in South Staffs and what business will be carried out elsewhere and in particular where. If we have concerns that the hackney carriage is to be used primarily outside of this area then the decision on whether to licence you would need to be made by our licensing committee which meets approximately every 6 weeks.

***This is in accordance with the decision in R (App Newcastle City Council) v Berwick-upon-Tweed Borough Council [2008] EWHC 2369***

**PLEASE PROVIDE DETAILS BELOW** (N.B. You may be requested to provide evidence to support any statement made):

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**N.B. ONCE A VEHICLE HAS BEEN LICENSED AS A HACKNEY CARRIAGE VEHICLE THE PLATES MUST NOT BE REMOVED, UNLESS THEY ARE SURRENDERED & THE DRIVERS OF THE VEHICLE MUST HOLD A HACKNEY CARRIAGE LICENCE.**

**DECLARATION**

I declare that the information provided in this form is true, complete and correct, and that I have no objection to it being checked.

**DATED this                      day of    20**

**Signed \_\_\_\_\_**

**IF ANY PERSON KNOWINGLY OR RECKLESSLY MAKES A FALSE STATEMENT OR OMITTS ANY MATERIAL PARTICULARS IN GIVING INFORMATION, HE/SHE SHALL BE GUILTY OF AN OFFENCE AND WILL BE LIABLE TO PROSECUTION AND THAT ANY LICENCE OBTAINED AS A RESULT MAY BE REVOKED.**

**APPLICATION FEES WILL NOT BE REFUNDED**

**If you require any assistance with completing this application form please telephone the Licensing Team on (01902) 696803 or (01902) 696804**

**The information you supply will be used by South Staffordshire Council for administrative purposes and may be held in manual or computerised form within the terms of the Data Protection Act 1998. We shall not supply it to third parties**

**This form should be returned to South Staffordshire Council, Legal and Licensing, Council Offices, Wolverhampton Road, Codsall, WV8 1PX**



**YOUR GUIDE TO DATA PROTECTION**

The Data Protection Act 1998 gives you rights, as our customers, about how your personal information is obtained and used by South Staffordshire Council. The Act also places obligations on the Council.

This Guide informs you of your rights under the Data Protection Act and details how we handle your information.

**WHAT INFORMATION DO WE HOLD AND HOW DO WE OBTAIN IT?**

In addition to the information that you provide to us, we generally receive information about you from one or more of the following sources:

- The Police
- Local Government Departments
- Other Government Agencies

**FOR WHAT PURPOSES DO WE HOLD THE INFORMATION?**

We use your information for one or a number of purposes, which are outlined below:

- To process your Licensing application, enforcement and issue a Licence
- To maintain a public register when appropriate
- We must protect the public funds that we handle, so we may use the information you have provided on this form for the prevention and detection of fraud and crime. We may also share this information for the same purpose with other organisations that handle public funds, and bodies involved in the investigation and detection of crime.

**CARING FOR YOUR DATA**

We undertake that we will have in place a level of security appropriate to the nature of the data and the harm that might result from a breach of security.

We further undertake that we will:

- Not hold information about you which is excessive in relation to the purpose for which it is processed
- Keep any information about you accurate and, where necessary, up to date. To help us do this, please keep us informed if any of your details change.
- Not keep data processed for any purpose or purposes longer than necessary
- Process your information in accordance with your rights under the Data Protection Act.

**YOU HAVE CERTAIN RIGHTS UNDER THE DATA PROTECTION ACT IN RELATION TO THE INFORMATION THAT WE HOLD ABOUT YOU. IF YOU REQUIRE FURTHER INFORMATION ABOUT THESE RIGHTS, PLEASE WRITE TO:**

The Director of Legal & Licensing  
South Staffordshire Council  
Council Offices  
Codsall  
South Staffordshire WV8 1PX

**IF YOU WOULD LIKE TO KNOW MORE ABOUT YOUR RIGHTS IN RESPECT OF THE PROTECTION OF PERSONAL DATA, WRITE TO THE:**

Data Protection Commissioner’s Office  
Wycliffe House, Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Or telephone 01625 5645700 (Switchboard)

I understand that my application form will be accepted subject to the provision listed above and agree that my information may be used for these purposes. I further authorise DVLA to supply any information to South Staffordshire Council Licensing section that may be held on computer that relates to myself and my driving entitlement past and present. Including any valid endorsements etc, or information that may have a bearing on my work as a licensed vocational driver.

Signature .....

Date.....