

EAST STAFFORDSHIRE BOROUGH COUNCIL
Town Hall
King Edward Place
Burton upon Trent DE14 2EB

PRIVATE HIRE AND HACKNEY CARRIAGE VEHICLES
VEHICLE AMENDMENT APPLICATION FORM

SURNAME **FORENAME(S)**

HOME ADDRESS.....
.....
.....

DAYTIME TELEPHONE NUMBER

VEHICLE PLATE NUMBER **MAKE AND MODEL**

YEAR OF MANUFACTURE **CHASSIS NUMBER**

COLOUR OF VEHICLE **C.C.**

WHAT CHANGES HAVE BEEN MADE TO THE VEHICLE?.....

REGISTRATION NUMBER..... **NEW REGISTRATION NUMBER**

ADDITIONAL SEAT..... **NEW SEATING CAPACITY**

OTHER,PLEASE SPECIFY.....

HAS THE VEHICLE BEEN SUBJECT TO ANY OTHER MODIFICATIONS I.E: TINTED

WINDOWS? YES / NO IF YES PLEASE STATE

IMPORTANT: If any person knowingly or recklessly makes a false statement or omits any material particular in giving information under this section, or from any document submitted with this application he or she shall be guilty of an offence punishable upon conviction by a fine of up to £400.

General Data Protection Regulation/ Data Protection Act 2018
How is your information used?

We collect information to assess your suitability and fitness to be issued with a hackney carriage 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.eaststaffsbc.gov.uk where you can see a full copy of our privacy notice. Alternatively you can request a hard copy from licensing@eaststaffsbc.gov.uk.

DECLARATION OF APPLICANT

The Council will not licence any new vehicle that since the date of first registration has been recorded by the DVLA as having sustained structural damage from a road traffic accident rendering it beyond economical repair, Category S ONLY (an insurance 'write off'). This information can be found in the special notes of the V5 registration certificate. Upon renewal Category S write off vehicles will no longer be licensed.

I CONFIRM THE VEHICLE HAS NOT BEEN INVOLVED IN AN ACCIDENT AS PER THE ABOVE PAPAGRAPH.

**As per the policy you have 30 days to provide the full V5 Registration Document in your name. Should any discrepancies be found then this Local Authority have the authority to Suspend/Cancel the vehicle licence.*

Please note that any information, which you give in connection with your application, may be disclosed by the Council to the Police, The Audit commission, The Department of Social Security or any other law enforcing authority, or authority levying taxation, subject to the provisions of Data Protection Legislation.

I **HEREBY DECLARE** that the information given in this form is true, complete and correct and that I have no objection to and hereby authorise the Council to make such enquiries as may be necessary to check the truth of that information.

I **UNDERTAKE** to observe and perform all conditions and provisions of the Public Health Act 1875, the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976 relating to this application. I also understand that if I infringe or do not comply with any of the conditions or provisions in the Act subject to which the Licence is to be held, or if any of the disclosures above are found to be inaccurate or untrue, I may be liable to legal proceedings being taken against me and the Licence may be revoked or not renewed by the Council.

SIGNATURE OF APPLICANT **DATE**

- ❖ *NB: Hackney Carriage and Private Hire Licensing Policy is subject to change at short notice due to implementation of new legislation from Central Government, i.e. Department for Transport.*
www.eaststaffsbc.gov.uk/taxis-and-private-hire

Legislation changes may override the Policy with immediate effect and will be updated in due course.

This application must be returned to the Licensing Team, Town Hall, King Edward Place, Burton upon Trent DE14 2EB together with the following:

Please note - The application form and all the necessary documents listed below must be in the name of the applicant (licence holder).

1. Registration Document for the vehicle with correct name and address. If this cannot be produced on application you will be given 30 days to produce to the Licensing Office. Failure to do so may result in a warning being issued.
2. Documentation from DVLA confirming the transfer of the registration number
(Cherished plate applications only)
3. Written confirmation from the approved garage confirming that the alteration has been made. **(Vehicle modifications only)**
3. Amended Certificate of Compliance
4. Valid Certificate of Insurance or Cover Note showing the new details or written confirmation from the insurance company that the policy has been amended.
5. Fee of £123.00

IF YOU ARE HAVING PROBLEMS COMPLETING THIS APPLICATION FORM, PLEASE CONTACT THE LICENSING OFFICE (TEL: (01283) 508585/508310/508692/508505 AND A MEMBER OF THE LICENSING STAFF WILL BE PLEASED TO HELP YOU.

FOR OFFICE USE ONLY

Registration Document/V5	<input type="checkbox"/>
MOT/Road Tax check - .GOV/ Vehicle smart	<input type="checkbox"/>
Certificate of Compliance	<input type="checkbox"/>
Insurance	<input type="checkbox"/>
Documentation confirming alteration	<input type="checkbox"/>
Fee	<input type="checkbox"/>

DOCUMENTS ACCEPTED BY.....

DATE TIME

Receipt No.

Amount £ . p

Debit Card/Credit Card/Cheque

ORIGINAL DOCUMENTS RETURNED

Documents:

Registration Document	<input type="checkbox"/>
Certificate of Compliance	<input type="checkbox"/>
Insurance	<input type="checkbox"/>

I CERTIFY THAT I HAVE HAD MY ORIGINAL DOCUMENTS RETURNED.

Signature

Date.....