

---

# Application to advertise on a taxi or private hire vehicle

---

## GDPR Privacy notice

### Who we are and what we do

Elmbridge Borough Council is the 'Controller' of any personal data that you provide to us. We collect, process, and store your personal data in relation to your application for a licence.

### What we need to process your application

You must supply personal data including your name, address and contact details.

### Why we need it

We use your personal and sensitive data to enable us to process your application. If you do not provide this information we cannot process your application.

### What we do with it

We will store your personal data in our licensing database and it will be accessed by authorised Council employees. We will use your data to enable us to check compliance with your licence, to carry out our enforcement duties and to contact you about licensing matters. We may share your personal data with the other public bodies and enforcement authorities for the purposes of investigation, to protect public funds and prevent and detect fraud. We may also share your personal data with insurance companies and the DVLA.

### How long we keep it

If we do not grant your licence, we will keep your data for six years from the date of the final decision on your application. If we grant your licence, we will keep your data for the period of the licence and a further six years.

### What are your rights?

Please refer to our corporate privacy policy at [elmbridge.gov.uk/privacy-notice/](https://elmbridge.gov.uk/privacy-notice/)



# Application to advertise on a taxi or private hire vehicle

You should use this form to apply to advertise on an existing taxi or private hire vehicle.

Please read the guidance on our website [elmbridge.gov.uk/licensing](http://elmbridge.gov.uk/licensing) before you complete this form. Please note, if you do not properly complete all our application requirements, we will reject your application.

## Section 1: About the existing licence holder

Title	
First name and other forenames	
Last name	
<b>OR</b>	
Name of business or Ltd Company	
Company number (if Ltd Company)	
<b>OR</b>	
Partnership name	

## Section 2: About the vehicle

Registration number	
Plate number	HCV
Plate number	PHV

### Section 3: About your advertisement(s)

Please give the size and proposed location on the vehicle (e.g. rear nearside door panel, bonnet etc) for each advertisement.

#### Advertisement 1

Width (cm)	Height (cm)	Location

#### Advertisement 2

Width (cm)	Height (cm)	Location

#### Advertisement 3

Width (cm)	Height (cm)	Location

#### Advertisement 4

Width (cm)	Height (cm)	Location

### Section 4: Relevant documents

I attach copies of the following documents in respect of all individuals listed in Boxes A to E above

A full A4 size colour copy of each advertisement	
If the advertisement is not in English, a translation of the text	
The correct fee	

## Section 4: Declarations

**Under Section 57 Local Government (Miscellaneous Provisions) Act 1976 It is a criminal offence to make a false statement or withhold information to obtain a taxi or private hire vehicle licence. If convicted, you may be liable to a fine up to level 3 on the standard scale.**

I confirm that I have read the privacy notice on the first page of this application form and I understand my rights in respect of that data and consent to how the Council will process my personal data.

I confirm that I have read the Elmbridge Borough Council's Taxi and Private Hire Licensing Policy on vehicle advertising and that my proposal follows the requirements.

I understand I may have to produce the original documents referred to above before the Council will issue my taxi or private hire vehicle licence.

**I declare that the information contained in this form is correct to the best of my knowledge and belief.**

Please email your completed application form to [licensing@elmbridge.gov.uk](mailto:licensing@elmbridge.gov.uk) and attach each of the documents listed in section 8 above. In the subject please write "Application to advertise:" followed by your name. We will only accept one file for each document. Please do not send the documents as one large file, as individual pages, or in separate emails.

<b>Signature</b>	
<b>Name</b>	
<b>Date</b>	