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# Taxi and private hire licensing

## Application consent form

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### 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://www.elmbridge.gov.uk/privacy-notice/)



## Application consent form

If you are applying for your licence as a company, business, or partnership, more than one person will jointly hold the licence if we grant it. Each person named on the application form must therefore sign it. You may do this electronically or by sending this applicant consent form with your application. You must complete a separate form for each person named in the application.

Please read our taxi and private hire policy and guidance notes at [elmsbridge.gov.uk/licensing](http://elmsbridge.gov.uk/licensing) before you apply for a taxi or private hire licence and then complete the following information and declaration. You must send this completed declaration with your taxi or private hire application form.

Your full name	
Your address	
Post code	
Your date of birth	
Name of company or partnership	
Type of licence applied for	

## Declaration

**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 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 Elmsbridge Borough Council's Taxi and Private Hire Licensing Policy and its Convictions Policy.	

I confirm that I have a right to work in the UK. I understand that the Council will check my immigration status and will refuse my application if I am not legally present in the UK or if I am not allowed to work in the UK as a taxi or private hire vehicle proprietor.	
I understand I may have to produce the original documents referred to in the application 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.	
I consent to the person named below making this application on behalf of the company or partnership of which I am a director, company secretary or partner	

Name of person giving the application on behalf of the company or partnership

Signature	
Name	
Date	