
Application for private hire vehicle executive status

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-notices.



Elmbridge
Borough Council

... bridging the communities ...

Application for private hire vehicle executive status

Local Government (Miscellaneous Provisions) Act 1976

You should use this form to apply for executive status for your private hire vehicle licence or to renew your existing status.

Please read the guidance on our website elmsbridge.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: Type of application

Private hire vehicle executive status	New		Renew	
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Section 2: Renewing your executive status

Only complete this section if you are renewing your current executive status

Existing private hire plate number	PHV	
Expiry date		

Section 3: About you (the applicant)

An individual		(Go to Box A)
A partnership		(Go to Box B)
A business or Ltd Company		(Go to Box C)

Box A: Individual applicant

Please complete all questions

Title	
First name and other forenames	
Last name	
Preferred telephone number	
Alternative telephone number	
Email address	
Home address	
Post code	
Date of birth	
National insurance number	

Go to Section 4

Box B: Partnership first partner**Please complete all questions**

Title	
First name and other forenames	
Last name	
Preferred telephone number	
Alternative telephone number	
Email address	
Home address	
Post code	
Date of birth	
National insurance number	

Box B: Partnership second partner**Please complete all questions**

Title	
First name and other forenames	
Last name	
Preferred telephone number	
Alternative telephone number	
Email address	
Home address	

Post code	
Date of birth	
National insurance number	

Go to Section 4

Box C: Business or Limited Company

Please complete all questions

Name of business or Ltd Company	
Company number (if Ltd Company)	
Preferred telephone number	
Alternative telephone number	
Email address	
Company registered address	
Post code	

Go to Box D

Box D: Directors – first director

Please complete all questions

Title	
First name and other forenames	
Last name	
Preferred telephone number	
Alternative telephone number	
Email address	
Home address	
Post code	
Date of birth	
National insurance number	

Box D: Directors – second director

Please complete all questions

Title	
First name and other forenames	
Last name	
Preferred telephone number	
Alternative telephone number	
Email address	
Home address	

Post code	
Date of birth	
National insurance number	

Box D: Directors – third director

Please complete all questions

Title	
First name and other forenames	
Last name	
Preferred telephone number	
Alternative telephone number	
Email address	
Home address	
Post code	
Date of birth	
National insurance number	

Go to Box E

Box E: Company secretary

Please complete all questions

Title	
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First name and other forenames	
Last name	
Preferred telephone number	
Alternative telephone number	
Email address	
Home address	
Post code	
Date of birth	
National insurance number	

Section 4: The vehicle

Vehicle registration number	
Date first registered	
Make of vehicle	
Model of vehicle	
Colour of vehicle	

Section 5: Your private hire operator

Name of your private hire operator	
Your private hire operator's licence number	
Their operating address	

Section 6: Your driver

Name of the person who will be driving the vehicle

Driver's badge number

HCD

PHV

Will anyone else be driving the vehicle

Yes

No

If you answered yes:

Name of the person who will be driving the vehicle

Driver's badge number

HCD

PHV

Section 7: Details of the executive work

Will at least 90% of the work you intend to carry out be executive hire work as defined in our taxi and private hire licensing policy?

Yes

No

Will your customers normally be corporate or business clients?

Yes

No

Briefly describe your client type

Describe the type of work you intend to carry out

Section 8: Relevant documents

I attach copies of the following documents (please tick)

Private hire operator records	
Private hire operator's statement	
The correct fee	

Section 10: Declarations

All persons listed in boxes A to E must sign this form

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 and that I am aware of the executive conditions that will be applied to my licence if granted.	
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 and attach each of the documents listed in section 8 above. In the subject please write "Application executive status:" 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.

Signature	
Name	
Date	
Signature	
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Date	
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Date	