
Taxi and private hire licensing Overseas travel notification form

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/](https://www.elmbridge.gov.uk/privacy-notices/)



Overseas travel notification form

If you have spent more than three continuous months outside the United Kingdom when over the age of 18, you must use this form to notify us and give dates. Please send this completed declaration to licensing@elmbridge.gov.uk.

Your full name	
Licence number	

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.

Tick only one answer:

I declare that I have NOT spent more than three continuous months outside the United Kingdom when over the age of 18	
I declare that I HAVE spent more than three continuous months outside the United Kingdom when over the age of 18	

Please give the dates during which you were outside the United Kingdom

I understand that I may have to obtain an overseas criminal record check or 'Certificate of Good Character' if I have spent more than three continuous months outside the United Kingdom when over the age of 18.

Signature	
Name	
Date	