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



Application to replace a taxi or private hire vehicle

You should use this form to replace an existing taxi or private hire vehicle with a different vehicle.

Please read the guidance on our website 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 you (the licence holder)

| | |
|---------------------------------|--|
| Title | |
| First name and other forenames | |
| Last name | |
| OR | |
| Name of business or Ltd Company | |
| Company number (if Ltd Company) | |
| OR | |
| Partnership name | |

Section 2: The existing vehicle

| | |
|---------------------|------------|
| Registration number | |
| Plate number | HCV |
| Plate number | PHV |

Section 3: The replacement vehicle

| | | | | |
|---|------------|--|-----------|--|
| Vehicle registration number | | | | |
| Date first registered | | | | |
| Make of vehicle | | | | |
| Model of vehicle | | | | |
| Colour of vehicle | | | | |
| Fuel type | | | | |
| Number of passenger seats (excluding the driver) | | | | |
| Does the vehicle have a sun roof | Yes | | No | |
| Does the vehicle have a dark tint applied to the rear and/or rear side windows of the vehicle? | Yes | | No | |
| If you answered yes, what percentage of light is transmitted through the windows? | | | | |
| Is the vehicle licensed as a taxi or private hire vehicle with another authority? | Yes | | No | |
| If you answered yes | | | | |
| a) Which authority is the vehicle licensed with? | | | | |
| b) Licence plate number | | | | |
| c) Date licence expires: | | | | |
| Please give the full address where the vehicle will be kept when not in use as a taxi or private hire vehicle | | | | |
| Is the vehicle wheelchair accessible? | Yes | | No | |
| If yes: | | | | |
| Is it a purpose-built wheelchair accessible vehicle? | Yes | | No | |
| Is it converted to be wheelchair accessible? | Yes | | No | |

Section 4: Ownership of the vehicle

| | | | | |
|--|-----|--|----|--|
| Will you be the sole owner of the vehicle? | Yes | | No | |
| If you answered no, please give the name(s) of the vehicle owner | | | | |
| Owner 1 | | | | |
| Owner 2 | | | | |
| Owner 3 | | | | |

Section 5: Other licence applications

| | | | | |
|---|-----|--|----|--|
| Have any of the individuals listed in Boxes A to E above, ever had any taxi or private hire licence suspended, refused, or revoked? | Yes | | No | |
| If you answered yes, please give the: | | | | |
| (a) name of the Council that issued the licence | | | | |
| (b) reason for suspension, refusal, or revocation | | | | |

Section 6: Convictions or cautions

Please read our Convictions Policy before you complete this section.

| | | | | |
|---|-----|--|----|--|
| Has any individual listed in Boxes A to E above, ever been convicted, or received a caution for any offence (including motoring offences)? | Yes | | No | |
| If yes, please give details: | | | | |
| | | | | |
| Is any individual listed in Boxes A to E above currently the subject of any investigation by the police or any other authority (including motoring offences)? | Yes | | No | |

If yes, please give details:

| |
|--|
| |
|--|

Section 7: Relevant documents

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

| | |
|---|--|
| Data Barring Service (DBS) Basic Certificate | |
| Evidence of my registration with the DBS Update Service | |
| Overseas criminal record disclosure (if applicable) | |
| Photograph(s) | |
| Evidence of right to work in the UK | |
| Child sexual exploitation training pass certificate | |
| The correct fee | |
| Certificate of motor insurance | |
| Vehicle registration document | |
| Letter of consent (if applicable) | |
| MOT certificate | |
| Individual Vehicle Approval (IVA) certificate (if applicable) | |
| DVSA IVA Certificate M1 (if applicable) | |
| The correct fee | |

Section 8: 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 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 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 to change vehicle:" 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 | |
| Name | |
| Date | |