

(1) Please tick as appropriate:

- Application for Grant of Licence
- Application for Renewal of Licence
- Replacement Vehicle (e.g. due to previous vehicle suffering accident damage)

(2) This form must be completed in black ink in block letters and returned with the grant/renewal fee of £139.00 to the Licensing Team, East Lindsey District Council, Tedder Hall, Manby Park, Louth, Lincolnshire, LN11 8UP. The fee for a replacement vehicle (during the currency of a licence) is £40.00. Cheques and postal orders should be made payable to 'East Lindsey District Council'. Please note that we no longer accept cash for the payment of licence application fees.

(3) The Licensing Team is able to provide facilities for licence payments by credit and debit cards. Further information on payment by credit or debit card is available by contacting the Licensing Team direct.

(4) The completed application form and fee must be accompanied by:

- A valid insurance certificate or cover note for private hire use (original not a photocopy).
- A valid / current vehicle test certificate issued by one of the Council's approved hackney carriage and private hire vehicle testing stations.
- A current taximeter test certificate – (see note 6 below) if the vehicle is fitted with a taxi meter.
- DVLA Vehicle Registration Certificate.

All documentation must be current and original (photocopies or faxed copies of documentation will not normally be accepted). Further information is available by contacting the Licensing Team.

(5) The Council's policy is that all private hire vehicle licences are normally granted for a period of one year.

(6). A private hire vehicle operator is not required to fit a taximeter to a private hire vehicle, but any vehicle so equipped must not be operated unless the taximeter has been previously tested and sealed and a meter inspection report lodged with the Council. Applicants must supply a current certificate indicating that the taximeter has been calibrated and tested to the correct fare structure. The certificate of authenticity must be issued by a suitably qualified person and display the following details:

- Name of vehicle proprietor
- Make and model of vehicle
- Vehicle registration number
- Make and model of taximeter
- Serial number of taximeter
- Date of issue
- Name and address of person issuing the certificate

(7) The Council has adopted standard licence conditions regarding advertisements and signage on private hire vehicles. For further information see the guidance booklet 'A Guide for Private Hire Drivers and Proprietors'. The booklet is available by contacting the Licensing Team.

(8) All vehicles presented for a private hire vehicle licence must meet the specification and requirements set in the guidance booklet 'A Guide for Private Hire Drivers and Proprietors'. The booklet is available by contacting the Licensing Team.

- (9) All vehicles will be subject to a visual inspection by a Licensing Officer before a licence can be granted. The visual inspection will cover items such as the cleanliness of the vehicle and compliance with licence conditions (further information is available in the guidance booklet). The visual inspection will normally be undertaken at the Council's Manby Park Offices when the application is made for a vehicle licence. Visual inspections will normally only take place on a Tuesday or a Thursday. Appointments for visual inspections should be made at least 24 hours in advance by telephoning the Licensing Team on 01507 601111.
- (10) If the vehicle has been converted to run on L.P.G. fuels, the proprietor must submit a certificate (from a source approved by the Council) as to the safety of the vehicle and the fuel system.

PLEASE NOTE

- It is an offence to give false information in relation to a licence application.
- You must conspicuously display the private hire vehicle plate (issued by the Council) on the rear side of the vehicle (unless you have been granted a PHV Plate Exemption). The plate must not be displayed in the rear window.
- The licence cannot be transferred to another vehicle. If you wish to change the vehicle, you must let us know and we will advise you what to do.
- If you transfer your interest in the vehicle to someone else you must tell us, in writing, within 14 days - it is an offence not to do so.

1. Surname (MR/MRS/MISS/MS):

2. Forename(s) in full:

3. Address:
Postcode:

4. Contact Details

(a) Telephone number (home):

(b) Telephone number (business):

(c) Mobile telephone number:

(d) e-mail address:

(e) Business name:

(f) Business website address:

5. Is the vehicle insured to carry passengers for private hire use? Yes No

6. (a) Address from where vehicle will operate?
Postcode:

(b) Name and address of the Private Hire operator from whom bookings will be accepted:
Postcode:

7. Particulars of Vehicle

(a) Make of vehicle and model:

(b) Type of vehicle (e.g. Saloon etc.):

(c) Registration number:

(d) Month and year of registration:

(e) Colour:

(f) Seating capacity (excluding driver):

(g) Engine cubic capacity (cc):

(h) Number of private hire vehicle plate (Renewal application or vehicle replacement application only):

(i) Number of doors on vehicle:

- (j) Do you intend displaying signage or advertisements on the body of the vehicle? Yes No If YES see note 7 above.
- (k) Has the vehicle been converted to run on gas? Yes No If Yes see note 10 above.
- (l) Is a taximeter fitted to the vehicle? Yes No If Yes see note 6 above and supply with this application the tariff to be charged on the taximeter.
- (m) Date of expiry and serial number of vehicle test certificate: Date: Serial No:
- (n) Is the vehicle designed or adapted to carry a wheelchair bound passenger? Yes No If Yes, how many wheelchair spaces are available?
8. Are you the sole proprietor of the above vehicle? Yes No
9. If the answer to 8 above is 'No', state the name(s) and address(es) of the other joint proprietor(s) of the vehicle:
- Postcode:

Declaration

- (1) I HEREBY APPLY for a private hire vehicle licence and DECLARE that the information set out in this application is correct and I am aware that any false information could lead to the disqualification of the application and prosecution under Section 57 (3) of the Local Government (Miscellaneous Provisions) Act 1976.
- (2) I acknowledge that the private hire vehicle identification plate issued in respect of the vehicle:
- Is the property of East Lindsey District Council and is held on loan by me, and
 - Must be returned to the Council on revocation or expiry of the licence, etc. (Section 58, Local Government (Miscellaneous Provisions) Act 1976)

N.B. Your information will be processed in accordance with the law, in particular the Data Protection Act 1998 and the Freedom of Information Act 2000. The information that you provide will only be used for Council purposes unless there is a legal authority to do otherwise.

This Authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information contact the Licensing Team.

Signed: Date:

Name in block capitals:

Contact Details:

Licensing Team
East Lindsey District Council
Tedder Hall
Manby Park
Louth, Lincolnshire
LN11 8UP

Tel: 01507 601111
E-Mail: licensing@e-lindsey.gov.uk
Website: www.e-lindsey.gov.uk

For Office Use Only

Payment received:

Notes:

Data Protection Notice – Licensing (Hackney Carriage & Private Hire Vehicle Licensing)

East Lindsey District Council is a Data Controller and can be contacted at:

Tedder Hall, Manby Park, Louth, Lincolnshire, LN11 8UP

Tel: 01507 601111

The Data Protection Officer for this Authority can be contacted at the same address.

We are collecting your personal data in order to process your licence application as we are the Licensing Authority.

Your data will not be shared with third parties but may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Some limited licensee information may be made available to the public where relevant legislation requires or permits it and publication is in the public interest. Examples may include licensee names and associated licence numbers, together with the status and expiry dates of those licences

In line with our retention policy your data will be kept for the period of time that you hold a licence with this Authority and then for a further 6 years after your last licence expires. The data will then be deleted / destroyed.

We also keep data for six years from the resolution of an unsuccessful licence application or the resolution of legal proceedings.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at:

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113

If you do not provide the information required on the form then we will not be able to process your licence application.

For further information on our Data Protection Policies please go to our website: www.e-lindsey.gov.uk