

 GUILDFORD B O R O U G H	APPLICATION FOR THE GRANT OF A PRIVATE HIRE VEHICLE PLATE EXEMPTION Local Government (Miscellaneous Provisions) Act 1976	
VEHICLE LICENCE NUMBER	PHV	

This form must be FULLY completed, and relevant supporting information provided for the application to be considered. When complete, please return the form to Guildford Borough Council, Licensing Services, Millmead House, Millmead, Guildford, GU2 4BB or scanned and sent by email with the supporting documentation to: regulatoryservices@guildford.gov.uk

Please complete all sections of the application form in BLOCK CAPITALS. Incomplete applications will be rejected. If you have any questions relating to the application process or requirements, please refer to the Council's Licensing Policy (available at www.guildford.gov.uk/taxi) or contact the Licensing Office.

We will only grant an exemption where we are satisfied that you use the vehicle exclusively or primarily for 'chauffeured' private hire work. This means that you provide the chauffeur and vehicle to a business or person, and the display of a licence plate may affect the dignity or security of the persons you are carrying.

PLEASE SUPPLY LETTERS from your clients and booking records from all operators that control the vehicle demonstrating the vehicle is used exclusively or primarily for 'chauffeured' private hire work to support this dispensation request.

YOU MUST CONTINUE TO DISPLAY THE LICENCE PLATE UNTIL SUCH TIME AS THE PLATE EXEMPTION LETTER HAS BEEN ISSUED. Should the vehicle be granted, dispensation from displaying an external plate, the plate and letter of dispensation must be carried in the vehicle at all times. The internal plate must be displayed in the windscreen on the passenger side at all times.

APPLICANT DETAILS

Person(s) in possession and control of the vehicle who will be considered the Proprietor of the Private Hire Vehicle Licence, unless otherwise stated. The applicant must be the owner, or one of the owners, of the vehicle as shown on the registration document, bill of sale and on any HP or lease agreement.

Company Name			
Title		Full Name	
Date of Birth		Place of Birth	
National Insurance Number		Nationality	
Email Address			
Home Phone Number		Mobile Number	
Current Home Address incl. postcode			

VEHICLE DETAILS

Registration Number		Date of First Registration	
Manufacturer		Model	
Body Style		Engine Size and Fuel	
Colour		BHP Output Power	
Seat Furnishing		Drive System	
Interior Trim		List price of when new	£
Please list all premium and safety features making the vehicle of an executive/prestige specification:			

OPERATOR AND USE DETAILS

List all licensed Operators controlling the vehicle. Please indicate which operator is the primary operator and describe the type work the vehicle carries out e.g. chauffeur, school run. You are required to provide booking records for the vehicle for all operators listed covering the last 3 months.

Operator Name	Primary Operator	Type of Work

DETAILS OF DISPENSATION REQUEST

Please detail the reasons for applying for a plate exemption

Please detail the type of work the vehicle will be used for:

Please detail any additional supporting information:

DECLARATION

I HEREBY make application to Guildford Borough Council for the issue of a dispensation to the requirement to display a Private Hire vehicle licence plate subject to the Statutes, Regulations, Policies and Conditions relating to the same for the time being in force.

I declare that I have checked the information on this application and to the best of my knowledge and belief, it is correct. I understand that it is an offence for any person to knowingly or recklessly make a false statement or to omit material information for which I could be prosecuted, and any licence issued suspended or revoked.

I understand that if this dispensation is approved, I will immediately notify the Licensing Authority if there are any changes to the arrangements outlined in this application.

I confirm that I will abide by the additional conditions for the use of Executive vehicles.

I understand that if the requirements in the additional conditions are not complied with the dispensation may be withdrawn at any time.

Signature of applicant:		Date:	
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The information you provide on this form will be used by Guildford Borough Council for licensing purposes. We may share your information and make any other necessary enquiries regarding your application with other departments and statutory organisations in relation to the application. Your personal information will be processed in line with Data Protection legislation and we will not disclose information about you to anyone outside the Council unless the law permits or requires us to.

The Council is under a duty to protect the public funds it administers and to assist other agencies in the prevention and detection of crime. We may use the information provided on this form for this purpose, and share this information with other bodies responsible for auditing or administering public funds.

Under Section 51(3) Local Government (Miscellaneous Provisions) Act 1976, the local authority is required to maintain a register of private hire vehicle licences, including the following details which are available for inspection by members of the public: The name of the person to whom it is granted; the date on which and the period for which it is granted; if the licence has a serial number, that number. As Guildford Borough Council issues dual Hackney Carriage and Private Hire Licences, the above applies to both.

We will retain your data for as long as it is required for our administrative use, after which it will be securely disposed of.

If you believe the data we process on you is incorrect you may request to see this information and, if necessary have it corrected or deleted. If you wish to raise a complaint you can contact our Data Protection Officer at the address below. If you believe we are not processing your data lawfully you can complain to the Information Commissioner’s Office (<https://ico.org.uk/>). Further details are available on our website - <https://www.guildford.gov.uk/dataprotection>, or from the Information Rights Officer, Guildford Borough Council, Millmead House, Millmead, Guildford, GU2 4BB (email: foi@guildford.gov.uk).

APPLICANTS CHECKLIST

Your application will not be accepted without all appropriate documentation:

		Required Document	Check Box
NEW	RENEWAL	3 months of booking records for the vehicle <i>Must show the vehicle registration, price and method of payment & customers name</i> <i>New vehicles must provide three months of records after the plate exemption has been given</i>	
		Client Letters <i>Must be on headed paper, recently dated and demonstrate that the vehicle is used for chauffer work</i>	