

 GUILDFORD BOROUGH	APPLICATION FOR THE GRANT OF A PRIVATE HIRE VEHICLE LICENCE Local Government (Miscellaneous Provisions) Act 1976
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Application Type:	NEW		RENEW		VEHICLE CHANGE	
Vehicle Licence Number:	PHV:					

This form must be FULLY completed, and documents listed in the checklist at the end of this form provided with this application together with the fee 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.

All vehicles must be no older than 5 years (from the date of first registration shown on the vehicle registration document) when first licensed. All vehicles must comply with any relevant Council Policies and Condition for the duration of its licence and any other requirement relating to Private Hire Vehicles or motor vehicles. The Council is not responsible for any costs incurred resulting from the purchase of a vehicle which is not suitable for Licensing.

YOU CANNOT USE A VEHICLE AS A HACKNEY CARRIAGE VEHICLE UNTIL THE LICENCE AND LICENCE PLATE ARE ISSUED. The Licence will permit the vehicle to ply for hire in the Guildford Borough area only.

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					

OTHER PERSONS WITH AN INTEREST IN THE VEHICLE

Please list details of all other proprietors or persons with an interest in the vehicle, including other person concerned in the keeping, employing or letting to hire of the vehicle.

No Proprietors	
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Proprietor 1			
Full Name			
Date of Birth		Place of Birth	
National Insurance Number		Nationality	
Email Address			
Home Phone Number		Mobile Number	
Address			

Proprietor 1			
Full Name			
Date of Birth		Place of Birth	
National Insurance Number		Nationality	
Email Address			
Home Phone Number		Mobile Number	
Address			

VEHICLE DETAILS

Registration Number		Date of First Registration	
Manufacturer		Model	
Body Style		Engine Size and Fuel	
Colour		Meter Make	
Number of Seats (excluding driver)		Wheelchair Access	
Insurance Provider		Date of next MOT	
Please detail where the vehicle is to be kept when not in use as a Private Hire Vehicle			

FINANCE OR HIRE PURCHASE ARRANGEMENTS

Is the vehicle the subject of a Hire Purchase Agreement or a Leasing Agreement?	YES	NO
If YES, who is named in the agreement as the hirer or lessee of the vehicle?		

DRIVER DETAILS

Please list all drivers of the vehicle. Once licensed, the vehicle may only be driven by a driver holding a Private Hire or Hackney Carriage Driver's licence issued by Guildford Borough Council, even when off duty.

Driver Name		Licence Number	
Driver Name		Licence Number	
Driver Name		Licence Number	
Driver Name		Licence Number	

OPERATOR AND USE DETAILS

List all licensed Operators controlling the vehicle

Operator Name		Licence Number	PHO
Operator Name		Licence Number	PHO
Operator Name		Licence Number	PHO
Operator Name		Licence Number	PHO
Operator Name		Licence Number	PHO

DECLARATION

I HEREBY make an application to Guildford Borough Council for the grant of a Private Hire Vehicle licence subject to the Statutes, Regulations, Policies, Byelaws 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 declare that I have supplied all the appropriate supporting documentation listed in the checklist below, and I am aware that if any of the information supplied on this application should change, I need to inform the Council in writing and pay the fee for amending the licence, if applicable.

I understand that I must undertake to comply with the legislation, byelaws, policy, code of conduct, and conditions of licence as are now, or may hereafter be in force, for regulating hackney carriage or private hire business and drivers within the said Borough.

I confirm that the vehicle to be licensed is and will not be licensed with any other council for the duration of the licence.

Signature of applicant:		Date:	
Signature of other proprietor 1:		Date:	
Signature of other proprietor 2:		Date:	

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:

Type of application		Required Document	Check Box
NEW VEHICLE APPLICATION	CHANGE OF VEHICLE APPLICATION	RENEWAL APPLICATION	
		V5C Registration document <i>Must be in the name of the applicant or proprietor</i>	
		Current insurance certificate covering private hire work <i>Must Cover the start date of your licence</i>	
		Valid MOT Test Certificate if the vehicle is over one year old <i>Not applicable for vehicles less than 3 years old</i>	
		The vehicle test pass certificate issued by Woking Road Depot <i>No older than 4 weeks</i>	
		Payment of the fee, by debit or credit card. <i>Please note, we do not accept cash</i>	
		Certificate of calibration and sealing from meter agent <i>If applicable</i>	
		Bill of sale or proof of purchase <i>Receipt of purchase of the Vehicle</i>	
		HPI Report if the vehicle is being licensed for the first time and the vehicle has had a previous owner <i>(New, Vehicle Change)</i>	
		Any HP Agreement <i>Must provide document if agreement is in place at the time of application</i>	
	Right to work document <i>if not a licensed driver with GBC, including proprietors</i>		