

PRIVATE HIRE VEHICLE LICENCE

Application Form

APPLICANT DETAILS

Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Other Title	<input type="text"/>	
Surname	<input type="text"/>									
Forename(s)	<input type="text"/>									
Address including Postcode	<input type="text"/>									
Telephone No	<input type="text"/>									
Email	<input type="text"/>						N. I. No	<input type="text"/>		
Place of Birth	<input type="text"/>						Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>

APPLICATION TYPE

New Application	<input type="checkbox"/>	Permanent Vehicle Change	<input type="checkbox"/>	Current Plate No	<input type="text"/>
Renewal of Existing Licence	<input type="checkbox"/>	Temporary Vehicle Change	<input type="checkbox"/>		
Change of Licence Ownership	<input type="checkbox"/>				

ABOUT THIS APPLICATION

The Licensing Authority of Royal Borough of Windsor and Maidenhead needs to be satisfied on the contents of this application before granting to an applicant a Private Hire Vehicle Licence.

When completing this application form please:

- Write inside the boxes using **BLOCK CAPITAL** letters.
- Ensure that a response is given for **EVERY** question. Incomplete application forms will not be accepted.
- Provide **ALL** original documents required in the list below for inspection by the Licensing Officer.

Please return this completed form to: **Licensing Office, RBWM, Town Hall, St Ives Road, Maidenhead, SL6 1RF.**

REQUIRED DOCUMENTS

Completed Application Form (signed by operator)	V5 (or New Keeper Slip for recently purchased vehicle)
MOT and Certificate of Compliance	Receipt or Bill of Sale (for recently purchased vehicle)
Insurance Certificate or Cover Note	Basic DBS Certificate (if not a RBWM badge holder)

FEES

	£
Grant or renewal of Private Hire Vehicle Licence	255.00
Change of licence ownership (bill / receipt of vehicle sale is required)	37.00
Permanent vehicle change (with replacement plate)	47.00
Dispensation letter / Replacement plate	10.00
Temporary vehicle change (for 3 months)	120.00

VEHICLE DETAILS

The vehicle must be equipped with a fully operational fire extinguisher and first aid kit as a requirement of this licence

Registration No	<input type="text"/>	Date first registered	<input type="text"/>	Engine CC	<input type="text"/>
Make and Model	<input type="text"/>	Colour	<input type="text"/>	No of passengers	<input type="text"/>

INSURANCE

The vehicle must be appropriately insured for the duration of the licence in its use as a Private Hire vehicle

Insurance Company	<input type="text"/>	Start Date	<input type="text"/>
Certificate Number	<input type="text"/>	Expiry Date	<input type="text"/>

MOT AND CERTIFICATE OF COMPLIANCE

Both the MOT and Certificate of Compliance should be no older than 28 days at the time of the vehicle being licensed

Issuing Garage	<input type="text"/>	Vehicle Mileage	<input type="text"/>
MOT Issue Date	<input type="text"/>	Certificate of Compliance Issue Date	<input type="text"/>
MOT Expiry Date	<input type="text"/>	Certificate of Compliance Expiry Date	<input type="text"/>

DECLARATION OF PRIVATE HIRE VEHICLE OPERATOR

This Declaration must be signed by the Licensed Private Hire Operator or an Authorised Signatory.

I hereby certify that the applicant named over will be working as a Private Hire Driver.

Operator Name:	<input type="text"/>		
Operator Address including Postcode	Company Stamp	<input type="text"/>	
Operator Number	<input type="text"/>	Licence Expiry Date	<input type="text"/>
Operator Signature	(Only authorised signatures will be accepted)		
Name of Signatory	<input type="text"/>	Date of Signature	<input type="text"/>

DISPENSATION

Do you require a dispensation from displaying the Licence Plate? Yes No

If **YES**, a written request for a dispensation should be supplied from the client specific to this vehicle.

Applications will not be considered without this and letters provided by Private Hire Operators will not be accepted.

OTHER VEHICLES

Do you hold **any other** Hackney Carriage or Private Hire Vehicle Licences with **any authority**? Yes No

If **YES**, is this because you are a Private Hire Operator? Yes No

Operator Name

Operator Number Issuing Authority

If you are not a Private Hire Operator, please list the other vehicle licenses you hold:

Licence Number Issuing Authority

Licence Number Issuing Authority

BADGE DETAILS

Do you currently hold a RBWM Private Hire / Hackney Carriage / Combined Driver Licence? Yes No

If **YES**, please state badge number

If you are not a RBWM badge holder, you will need to provide us with a basic DBS certificate.

You can apply for one yourself at: www.gov.uk/request-copy-criminal-record

DECLARATION OF CONVICTIONS / DVLA POINTS

When submitting an application for a Private Hire Vehicle Licence applicants are required to declare **ALL convictions and cautions** you may have by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) (Amendments) Order 2002. **Any spent convictions must be disclosed.**

Please also record any current DVLA points on your driving licence.

Have you ever had any:

a) Convictions	Yes <input type="checkbox"/>	No <input type="checkbox"/>	c) Motoring Offences	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b) Cautions	Yes <input type="checkbox"/>	No <input type="checkbox"/>	d) DVLA Points	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If **YES** to any, please give details below.

Date of Conviction	Offence	Court	Sentence / Fine

Are you currently on bail or subject of any outstanding charge or summons? Yes No

If **YES**, please give details – continue on a separate sheet if required.

PLEASE NOTE

All licence holders must keep in their vehicle copies of their RBWM Vehicle Licence, Vehicle Insurance, MOT and Certificate of Compliance. Drivers are also required to carry their RBWM Badge on them when working.

DATA PROTECTION

Royal Borough of Windsor and Maidenhead (RBWM) and its agents will use the information that you have provided on this form and subsequent information provided by you or others for the purposes of assessing your application to hold a Private Hire Vehicle Licence and for the administration of the licence.

If your application is successful, your name, licence number, licence status, issued date and expiry date will be made available on a public register. **By signing this form you are consenting to the processing of your data by RBWM for these purposes.** The data may also be disclosed to other departments within the Council or other organisations, but only in order to ensure compliance with relevant legislation, for identification purposes or to prevent or detect fraud or a crime.

For further information on the law surrounding Data Protection, please visit the Information Commissioner's Office website at www.ico.org.uk.

DECLARATION OF APPLICANT

I hereby certify that, to the best of my knowledge and belief, the information I have given in this application is correct and I have given it knowing that I shall be liable to prosecution if I have knowingly or recklessly made a false statement or omitted any material particular and accept that Royal Borough of Windsor and Maidenhead reserves the right to clarify any of my answers or require further information in accordance with the provisions of The Town Police Clauses Act 1847, The Local Government (Miscellaneous Provisions) Act 1976 and any modification or re-enactment thereof.

I confirm that I have the right to work in the UK.

I confirm that I have read and understood the above declaration and the information supplied by myself is true and accurate to the best of my knowledge.

Signature of applicant

Date

PRIVACY NOTICES

Private Hire Vehicle Licence applications are for the confidential use of the Licensing Authority.

We are a unitary authority responsible for all areas of local government within its geographical boundary. We are registered under the Data Protection Act as a Data Controller with the Information Commissioner's Office. The council registration reference is: **Z6764716**

Please see the following links for more information:

www.rbwm.gov.uk/home/council-and-democracy/strategies-and-policies/data-protection/privacy-notices

www.rbwm.gov.uk/sites/default/files/2020-04/privacy_notice_taxi_licences.pdf