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| **Application for the transfer of a Private Hire/Hackney Carriage vehicle licence** | **TBC Logo_2016** |

Please submit your application by email to taxi-licensing@tamworth.gov.uk, or contact Customer Services on 01827 709709.

Taxi Licensing, Tamworth Borough Council, Marmion House, Lichfield Street,

 Tamworth, Staffordshire, B79 7BZ

***In accordance with the appropriate provisions of the Public Health Act 1875, the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976, I HEREBY APPLY for the transfer of a Private Hire/Hackney Carriage Vehicle Licence.***

 TO BE COMPLETED BY APPLICANT

 Full Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you are solely a Vehicle Proprietor with Tamworth Borough Council, then you are required to undertake a Basic DBS check. (The basic disclosure certificate issue date should be no older than 12 months from date of Private Hire Vehicle Transfer Application submission).

If applying as a Company or Partnership, then all named Directors/Partners will be required to undertake a basic DBS check. (The basic disclosure certificate issue date should be no older than 12 months from date of Private Hire Vehicle Transfer Application submission).

A Basic DBS check will be undertaken on a yearly basis either through the DBS Update Service or a new basic DBS certificate being generated.

If you are already a Licensed Driver with Tamworth Borough Council, then a basic disclosure is NOT required.

 VEHICLE REGISTRATION NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PLATE NUMBER \_\_\_\_\_\_\_\_\_\_\_

 MAKE OF AND MODEL VEHICLE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 YEAR OF MANUFACTURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_ CHASSIS NUMBER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 COLOUR OF VEHICLE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ C.C. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 HAS THE VEHICLE BEEN SUBJECT TO ANY MODIFICATIONS I.E: TINTED WINDOWS?

 **YES/NO** IF YES PLEASE STATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 HOW LONG HAVE YOU OWNED THE VEHICLE? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note: Any wheelchair accessible vehicle licenced by Tamworth Borough Council will be published on www.tamworth.gov.uk on the designated wheelchair accessible vehicle list, for the purposes of s165 of the Equalities Act 2010.

PLEASE COMPLETE THIS SECTION FOR TRANSFER OF OWNERSHIP

DECLARATION OF PREVIOUS OWNER

I (NAME OF PREVIOUS OWNER OF VEHICLE) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OF (ADDRESS) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONFIRM THAT MY VEHICLE (REGISTRATION NUMBER) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLATE NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IS BEING TRANSFERRED TO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FROM\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(DATE)

SIGNATURE OF PREVIOUS OWNER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF INSURANCE COMPANY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF PRIVATE HIRE FIRM FOR WHICH VEHICLE IS TO BE USED (if applicable)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OPERATOR OF ABOVE FIRM

NAME OF ALL PERSONS AUTHORISED TO DRIVE THE ABOVE VEHICLE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Does any person applying hold any of the following - Combined driver’s licence, private hire vehicle licence, or hackney carriage vehicle (proprietor’s) licence - issued by this Council or any other Council. **YES/NO**

If yes, give full details including the Council name, badge numbers, Plate numbers, date of grant and expiry \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Has any person applying ever been refused any of the following - Combined driver’s licence, private hire vehicle licence or hackney carriage vehicle (proprietor’s) licence - issued by this Council or any other Council. **YES/NO**

If yes, give full details including the Council name, badge numbers, Plate numbers, date of grant and expiry\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Has any person applying ever been revoked any of the following - Combined driver’s licence, private hire vehicle licence or hackney carriage vehicle (proprietor’s) licence issued by this Council or any other Council.  **YES/NO**

If yes, give full details including the Council name, badge numbers, Plate numbers, date of grant and expiry\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Has any person applying ever been suspended any of the following - Combined driver’s licence, private hire vehicle licence or hackney carriage vehicle (proprietor’s) licence - issued by this Council or any other Council. **YES/NO**

If yes, give full details including the Council name, badge numbers, Plate numbers, date of grant and expiry\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## **DECLARATION OF APPLICANT**

Please note that any information, which you give in connection with your application, may be

disclosed by the Council to the Police, The Audit commission, The Department of Social Security or

any other law enforcing authority, or authority levying taxation, subject to the provisions of Data

Protection Legislation.

I HEREBY DECLARE that the information given in this form is true, complete and correct and that I

have no objection to and hereby authorise the Council to make such enquiries as may be necessary

to check the truth of that information.

I HEREBY DECLARE that I have the ‘right to remain and work in the UK’ and have ‘EU Settlement’

where necessary’.

I UNDERTAKE to observe and perform all conditions and provisions of the Local Government

(Miscellaneous Provisions) Act 1976 relating to this application. I also understand that if I infringe or

do not comply with any of the conditions or provisions in the Act subject to which the Licence is to

be held, or if any of the disclosures above are found to be inaccurate or untrue, I may be liable to

legal proceedings being taken against me and the Licence may be revoked or not renewed by the

Council

**Signed** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dated** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Data Protection Regulation/ Data Protection Act 2018**

**How is your information used? We collect information to assess your suitability and fitness to be issued with a hackney carriage/Private Hire Licence and to assist us in managing your Licence. We may also use your contact details in the event that we need to contact you in relation to your Licence(s).**

**Who has access to your information? Information is shared with other regulatory and enforcement authorities including, but not limited to, other Council services; Councillors; the Police; HM Revenues and Custom; Home Office Immigration; Cabinet Office; National Anti-Fraud Network; NHS services, and other local authorities when allowed to by law for the purposes of the administration and enforcement of authorisations, and for the purposes of the prevention and detection of crime, public safety, public health, protection of the environment and prevention of fraud. Certain information about Licences (including in particular your name and the address of any premises to which a Licence applies) may be published on a public register on our website when we are required to by law. Licences that have to be determined by our Councillors will be published in exempt minutes on our website.**

**For further information about how your personal information will be used, please visit www.tamworth.gov.uk where you can see a full copy of our privacy notice. Alternatively you can request a hard copy from taxi-licensing@tamworth.gov,uk**

**CHECKLIST**

1. Application form
2. Valid Vehicle Registration Document (V5)
3. Valid Insurance certificate
4. Licence application fee of £50