

APPENDIX ONE

APPLICATION FORM: HACKNEY CARRIAGE / PRIVATE HIRE VEHICLE LICENCE

*When completing this Application Form – please “Tick” the relevant box applicable to your application, and please manually type in your other entries where a “Tick Box” is not available to choose.
This Application Form must be signed by the person / company to whom this licence application applies.*

VEHICLE TYPE (tick relevant box) : **HACKNEY CARRIAGE** **PRIVATE HIRE**

APPLICATION TYPE: **NEW LICENCE**
(tick relevant box) **RENEWAL OF EXISTING LICENCE**
 CHANGE OF EXISTING VEHICLE
 TRANSFER OWNERSHIP OF VEHICLE LICENCE
 TEMPORARY REPLACEMENT VEHICLE LICENCE

APPLICANT DETAILS (please complete all sections)

NAME: _____
ADDRESS: _____

 POSTCODE: _____
TELEPHONE: _____ **EMAIL:** _____

VEHICLE DETAILS (please complete all sections)

CURRENT ASHFIELD DISTRICT COUNCIL LICENCE PLATE NUMBER (if applicable): _____
MAKE: _____ **MODEL:** _____
COLOUR: _____ **REGISTRATION NUMBER:** _____
NUMBER OF PERMITTED PASSENGERS: _____ **DATE OF FIRST REGISTRATION:** _____
CO2 EMISSIONS (g/km as stated on V5): _____ **ENGINE CAPACITY (CC):** _____
FUEL TYPE (tick relevant box): **DIESEL** **PETROL** **HYBRID** **ELECTRIC** **OTHER**
WHEELCHAIR ACCESSIBLEVEHICLE (tick relevant box): **YES** **NO**
CCTV / AUDIO VISUAL RECORDING SYSTEM FITTED (tick relevant box): **YES** **NO**

OPERATOR DETAILS (the company with whom the vehicle is / will be provided with bookings)

NAME: _____
ADDRESS: _____

POSTCODE: _____ **TELEPHONE:** _____



General Data Protection Regulation 2016 (GDPR) / Data Protection Act 2018 (DPA) - Privacy Notice.

Under the GDPR and DPA, Ashfield District Council, Urban Road, Kirkby in Ashfield, Nottingham. NG17 8DA is a Data Controller for the information it holds about you. The Council will hold the information above provided by you for assessing your application. The lawful basis under which the Council uses personal data for this purpose is Public Task.

The information provided by you includes the following special categories of personal data:

- **Physical or Mental Health**
- **Genetic / Biometric data**
- **Criminal History (including motoring offences)**

Information in these categories is used by the Council on the basis that such use is necessary for reasons of substantial public interest, and in accordance with the provisions of the Data Protection Act 2018.

Your data will be held for a period of 6 years. Subject to some legal exceptions, you have the right to request a copy of the personal information the Council holds about you; to have any inaccuracies corrected; to have your personal data erased; to place a restriction on our processing of your data; to object to processing; and to request your data to be ported (data portability). The information provided by you may also be used for other functions carried out by the Council in accordance with GDPR and DPA. For more information about how the Council may use your data and to learn more about your rights please see the Council's Privacy Statement: www.ashfield.gov.uk/privacy

If you have any concerns or questions about how your personal data is processed, please contact the Council's Data Protection Officer at the address at the bottom of this form or by email to dpo@ashfield.gov.uk . If you are dissatisfied with the Council's response you can complain to the Information Commissioner's Office in writing to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone 0303 123 1113 (local rate) or 01625 545 745.

Declaration

I have read the conditions subject to which this application will be considered and confirm that the vehicle meets the requirements set out therein. I, the undersigned, hereby declare that the information contained in this application is true and accurate to the best of my knowledge. I understand that if I knowingly or recklessly make a false statement or omit any material particularly in giving information as part of this application I shall be committing an offence and will be liable for prosecution. I confirm I have read the General Data Protection Regulation 2016 (GDPR) / Data Protection Act 2018 (DPA) - Privacy Notice above.

Signature of Applicant: _____ **Date:** _____

Consent to obtain electronic Standard / Enhanced Check result (if using the DBS Update Service):

I consent to the DBS providing an electronic result directly to the Registered Body that has submitted my application. I understand that an electronic result contains a message that indicates either the certificate is blank or to await certificate which will indicate that my certificate contains information. In some cases the Registered Body may provide this information directly to my employer prior to me receiving my certificate.

Signature of Applicant: _____ **Date:** _____