

Private Hire plate exemption application

Please note:

you must read the guidance notes and handbooks on westsuffolk.gov.uk/taxi before completing this application

- the application will not be accepted unless all sections have been completed
- tick box(es) as appropriate

1. Application type	
Forest Heath District Council:	St Edmundsbury Borough Council:
New <input type="checkbox"/> Renewal <input type="checkbox"/>	New <input type="checkbox"/> Renewal <input type="checkbox"/>
2. Vehicle licence details	
Licence number:	
Licence expiry date:	
Date vehicle first registered with council:	
Number of passengers licenced to carry:	
3. Vehicle details	
Registration plate:	
Make:	
Model:	
Colour:	
4. Proprietor personal details (1)	
Title: tick box as appropriate <input checked="" type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other* <input type="checkbox"/> * please state:	
Forenames:	
Surname:	
Current home address:	
Postcode:	
Email address:	
Daytime phone no:	
5. Proprietor personal details (2)	
Title: tick box as appropriate <input checked="" type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other* <input type="checkbox"/> * please state:	
Forenames:	
Surname:	
Current home address:	
Postcode:	
Email address:	
Daytime phone no:	

6. Drivers of the vehicle – please list all*

Surname:		Fore-name(s):		Driver Licence no:	
Surname:		Fore-name(s):		Driver Licence no:	
Surname:		Fore-name(s):		Driver Licence no:	
Surname:		Fore-name(s):		Driver Licence no:	
Surname:		Fore-name(s):		Driver Licence no:	
Surname:		Fore-name(s):		Driver Licence no:	

* Please continue on a separate sheet of paper if required and attach to this application

7. Declaration -

I understand that the grant of any plate exemption will be in line with the following conditions:

1. Vehicles granted a plate exemption waiver shall be used only for Prestige type hirings and shall not be used for standard private hirings. Vehicles must not display logos or identification/telephone numbers which may indicate that they are used as a private hire service.
2. The Operator receiving a booking for a plate exempted vehicle shall provide the hirer with details of the vehicle registration number and the name of the driver, prior to the hiring commencing. Bookings must be recorded and kept available for inspection for at least 12 months.
3. The private hire windscreen identification plate issued by the Council shall be displayed within the front nearside of the windscreen at all times and legible from outside the vehicle.
4. The rear vehicle licence plate shall be securely fixed within the boot of the vehicle in a manner which enables it to be easily inspected.
5. The driver's badge shall be available for inspection by an authorised officer of the Council, a police officer or by the hirer of the vehicle, on request.
6. The Council's agreement to a plate exemption is required to be carried on the vehicle at all times and to be available for inspection by an authorised officer of the Council, a police officer or by the hirer of the vehicle, on request.
7. The driver of a plate exempted vehicle shall wear professional business attire, shirt/trousers.
8. The hirer shall not have the facility to settle accounts and / or tender direct payment to the driver by any means. Payment may only be made, either before or after the journey, direct to the Operator or their accounting system.
9. The driver and passenger front side window glass and the front windscreen must be clear. Tinted windows can be fitted to the side and rear window glass of the vehicle provided that they comply with the current legislation and allow in the correct amount of light.
10. No alcoholic drink shall be sold or purchased in or from the vehicle.

Privacy Notice

Applicants are advised that to make a false statement, knowingly or recklessly or omit any information from this application is an offence punishable on conviction by imprisonment for a term not exceeding two years or a fine to be decided by the Court of both.

West Suffolk Council is a Data Controller and can be contacted at: West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU. Tel: 01284 763233. The Data protection Officer is Leah Mickleborough and can be contacted at the same address.

We are collecting your personal information in order to process your application under the Local Government Miscellaneous Provisions Act 1976.

Your data will not be shared with third parties unless used for Council purposes, in order to enquire and receive information relating to your licence, prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Your data will be kept for 7 years post licence expiry/surrender in line with our retention policy.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Automated decision making and processing is not used during this application. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addresses to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at: Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113.

If you do not provide the information required on the application form then we will not be able to process application for a licence. Your data must be kept up to date in accordance with the conditions of your licence.

For further information on our Data protection Policies please go to our website: [How we use your information](#) or email: data.protection@westsuffolk.gov.uk

Signed: _____ Dated: / /

(Proprietor 1)

Signed: _____ Dated: / /

(Proprietor 2)

This completed form should be submitted to the Licensing Department

West Suffolk council

Western Way
Bury St Edmunds
IP33 3YU

West Suffolk council

College Heath Road
Mildenhall
IP28 7EY

Phone: 01284 758050 Email: licensing@westsuffolk.gov.uk

Office use only

Date Received		Date Vehicle Booking Records Inspected			
Signed:		Print name:		Date:	