



## Combined Driver Notification of Change of Name and/or Address

Condition 7.12 of the Hackney Carriage & Private Hire Licensing Procedures and Conditions requires a driver to notify the Borough Council in writing of any change of his/her address during the period of the licence within seven days of the change taking place.

### 1. Change of Name and/or Address – Old Details

<b>Combined Driver Licence No:</b>	CD0
<b>Holder's Full Name:</b>	
<b>Holder's Old Address:</b>	

### 2. Change of Name and/or Address – New Details

<b>Holder's Name Change: (if applicable)</b>	
<b>Holder's New Address: (if applicable)</b>	
<b>Contact Telephone No:</b>	
<b>Email Address:</b>	@

### 3. Additional Licences (Vehicle and/or Operating Licences)

<b>Do you hold a hackney carriage or private hire vehicle licence?</b>	<b>YES / NO</b>	<b>If yes, please state plate number(s):</b>	
<b>Do you hold a private hire operator licence?</b>	<b>YES / NO</b>	<b>If yes, please state licence number:</b>	

### 4. Checklist

Please tick ✓

●	I enclose payment of £10.50 for my driver's licence and £10.50 for each additional licence identified at Question 3 above (cheques should be made payable to 'BCKLWN')	<input type="checkbox"/>
●	I enclose all licences that require updating and understand that new licences will be issued	<input type="checkbox"/>
●	I have provided my original DVLA driving licence showing my changes or understand that I must do so within 28 days from this notification.	<input type="checkbox"/>

<b>Signature</b>		<b>Date:</b>	
<b>Date Change Effective from:</b>			

The Council has a duty to process and store your personal information safely and securely in line with data protection legislation, which here means the General Data Protection Regulations (Regulation (EC) 2016/679 which is in force from 25 May 2018) (GDPR) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then any successor legislation to the GDPR.

The Borough Council of King's Lynn and West Norfolk (the Council), of Kings Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX is the data controller for the purposes of the GDPR and associated domestic law.

We will use your personal information for the purposes of the provision of the licensing services. The processing of this information is necessary for the Council to undertake a public task, i.e. the processing is necessary for the Council to perform a task in the public interest or for its official functions, and the task or function has a clear basis in law, in this case the Local Government (Miscellaneous Provisions) Act 1976 / Town Police Clauses Act 1847.

Your data will be used for this specific purpose and may be passed to such third parties, including Council departments and other agencies where there is lawful authority to do so, including for the purposes of preventing or detecting fraud or other crimes. This includes sharing information on the National Register of Taxi Licence Revocations and Refusals.

Your information will be kept strictly confidential. It will be stored separately from other information in a secure, password-protected database on the Council's computer system.

Your personal information will be kept for as long as you require a licence and for a period after the service is terminated. You can find more information about our retention policy on the [privacy notice](#) page which can be found at the following link <https://www.west-norfolk.gov.uk/privacy>. We will only use your data within the terms of data protection laws, will delete your data securely and only keep it for as long as necessary. We will review dates for keeping personal data in the future and if necessary update these privacy notices.

You have a number of rights available to you, including the right to see copies of all the data held about you by the Council, to ask for it to be corrected, updated or deleted, to request the Council to restrict what it does with your data in certain circumstances, to object to what the Council may do with your data, and to data portability.

Please note that these rights are not absolute and that there are circumstances where they do not apply or the Council's obligations may override these rights. If this is the case, you will be informed of this.

You can find more information about Data Protection and the Council's Data Protection Officer, on our [Data Protection](#) page which can be found at the following link <https://www.west-norfolk.gov.uk/dataprotection>.

If you are unhappy with the way your personal information is being handled you can contact the [Independent Information Commissioner, website: https://ico.org.uk/](#).