

Environmental Health - Licensing

King's Court, Chapel Street, King's Lynn, Norfolk PE30 1EX

ehlicensing@west-norfolk.gov.uk

Tel: (01553) 616200;

Borough Council of
**King's Lynn &
West Norfolk**

Application for a Private Hire Vehicle Licence

Local Government (Miscellaneous Provisions) Act 1976

Please answer all questions in **BLOCK CAPITALS**.

Please ✓ whether application is

NEW

☐

or

RENEWAL

☐

If application is a renewal or you wish to retain your existing plate number please provide number:

PV

Applicant

Title: (Mr, Mrs, etc.)		Forename:		Surname:	
Full Address: (Must be where ordinarily resident) Including postcode:					
Mobile Number:			Landline:		
Email Address:	@				

Vehicle Details

Registration No:		To Seat (number of passengers)	
Make & Model of Vehicle			
Date of First Registration:		Mileage:	

In respect of a renewal application

Has the vehicle changed in any way i.e. altered, colour, number of seats etc. in the past 12 months? Please ✓	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
If yes please give details:				
PLEASE NOTE THAT ANY CHANGE WILL REQUIRE THE NEW V5C VEHICLE REGISTRATION DOCUMENT				

Signage

In accordance with conditions there are two styles of signage available which are shown below as 'Example A' and 'Example B'. Please indicate below by ticking (✓) which version you wish to order:			
Example A:	<input type="checkbox"/>	Example B:	<input type="checkbox"/>
If Example 'B' selected then please complete the PH operator details below:			
Private Hire Company Name & Telephone number:			

Example A



Example B



Declaration

		✓ as appropriate
•	I have received, read and understood the Borough Council's Licensing Conditions and the Data Protection Act note below;	
•	I understand that I may be liable to prosecution if I have knowingly or recklessly made a false statement or have omitted any material particular from this application;	
•	I enclose the insurance documents including certificate and schedule;	<input type="checkbox"/>
•	I enclose the appropriate fees (for vehicle, plate & signage as required);	<input type="checkbox"/>
•	I enclose the V5C Vehicle Registration Document (if required);	<input type="checkbox"/>
•	I enclose the Vehicle Compliance Test form:	<input type="checkbox"/>
•	I enclose the MOT Certificate (if vehicle over 1 year old);	<input type="checkbox"/>
•	I understand that all named applicants must have a right to work in the United Kingdom (applicants may have to have their status to work verified before issue of a licence)	<input type="checkbox"/>

Signed.....

Date.....

Signed.....

Date.....

(All Vehicle licence proprietors must sign)

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.

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](https://www.west-norfolk.gov.uk/privacy) 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](https://www.west-norfolk.gov.uk/dataprotection) 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/](https://ico.org.uk/).

Borough Council Approved Vehicle Testing Stations In respect of a hackney carriages or private hire vehicles licensed by the Borough Council of King's Lynn & West Norfolk Local Government (Miscellaneous Provisions) Act 1976		
<u>Paul Johnson Motor Services</u> North Street King's Lynn Norfolk PE30 1QR Contact: Paul Johnson Tel: 01553 691742	<u>SC Autos</u> 26a Railway Road King's Lynn Norfolk PE30 1NF Contact: Shaun Couzins Tel: 01553 777708	<u>Bees Motors</u> 63 Lynn Road Downham Market Norfolk PE38 9NP Contact: Nigel Johnson Tel: 01366 384109
<u>Kerry Motor Services</u> Unit 5 Fairfield Road Downham Market Norfolk PE38 9ET Contact: Steven Kerry Tel: 01366 381337	<u>Setch MOT Centre</u> Garage Lane Setchey Kings Lynn Norfolk PE33 OBE Contact: Ray Barlow Tel: 01553 813074	<u>AVR Kings Lynn Ltd</u> Unit 1 Hereford Way Hardwick Narrows Kings Lynn PE30 4JD Contact: Mr Simon Penfold Tel: 01553 766646
<i>Note: Vehicle inspection fees are a matter for negotiation between vehicle owners and approved testing stations. The Borough Council of King's Lynn & West Norfolk will not become involved in any dispute regarding fees or charges for such inspections.</i>		