

**Environmental Health - Licensing**  
King's Court, Chapel Street, King's Lynn, Norfolk PE30 1EX  
Tel: (01553) 616200 / Email: [ehlicensing@west-norfolk.gov.uk](mailto:ehlicensing@west-norfolk.gov.uk)

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



## Application for a Hackney Carriage or Private Hire

Local Government (Miscellaneous Provisions) Act 1976

# Temporary Lease Vehicle

### APPLICANT (or applicants) (e.g. licensed driver)

(Mr / Mrs / Miss / Ms / Other .....)

<b>Forename(s):</b>		<b>Surname:</b>	
<b>Address:</b> (where ordinarily resident) Including postcode			
<b>Email address:</b>			
<b>Tel No/s:</b>	<b>Home:</b>	<b>Mobile:</b>	

**Hereby apply for a temporary vehicle licence whilst my licensed vehicle is 'off the road'**  
(vehicle must be same type as vehicle being replaced i.e. you cannot replace a hackney carriage  
wheelchair accessible vehicle (WAV) (plate number 53 onwards) with a saloon vehicle)

<b>To Temporarily Replace (insert licence plate number):</b>		
<b>Hackney Carriage Saloon</b> <input type="checkbox"/>	<b>Hackney Carriage WAV</b> <input type="checkbox"/>	<b>Private Hire</b> <input type="checkbox"/>

### Lease Vehicle Details

<b>Vehicle Registration No:</b>	<b>To seat (no. of passengers):</b>
<b>Make &amp; Model of Vehicle:</b>	
<b>Date of First Registration:</b>	<b>Mileage:</b>
<b>Name of Lease Company:</b>	
<b>Address of Lease Company:</b>	
<b>Signature of person in associate with the vehicle</b>	

## Documentation

✓ as appropriate

1.	Fee	• <b>Hackney Carriage Saloon:</b>	• <b>£77.00*</b> *includes cost of plate.	<input type="checkbox"/>
		• <b>Hackney Carriage WAV:</b>	• <b>£81.50*</b> *includes cost of plate.	<input type="checkbox"/>
		• <b>Private Hire:</b>	• <b>£74.00*</b> *includes cost of plate.	<input type="checkbox"/>
2.	<b>Insurance Document (including certificate &amp; schedule)</b>			<input type="checkbox"/>
3.	<b>MOT / Vehicle Inspection Form</b>			<input type="checkbox"/>
4.	<b>DVLA V5 Document</b>			<input type="checkbox"/>
5.	<b>I understand that I must return the vehicle plate to the Borough Council of Kings Lynn &amp; West Norfolk from the lease vehicle as soon as it is no longer required.</b>			<input type="checkbox"/>
6.	<b>I understand that all applicants must have a right to work in the United Kingdom before a licence can be issued (separate right to work check may be required)</b>			<input type="checkbox"/>
7.	<b>I understand that by providing an email address that the Borough Council may use this to contact me.</b>			<input type="checkbox"/>

## Declaration

I have received, read and understood the Borough Council's Licensing Conditions and the notes below. I understand that I may be liable to prosecution if I have knowingly or recklessly made a false statement or omitted any material particular from this application.

Signed.....

Date.....

Signed.....

Date.....

### (All parties who are to be on the license 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](#) 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/](#).

#### **NOTES**

1. **Subject to Conditions** If a licence is granted this will be subject to the Borough Council's Hackney Carriage and Private Hire Licence conditions & procedures. Once granted, a lease vehicle licence will be issued for a period up to 3 months.

<b>Council Approved Vehicle Testing Stations</b> In respect of a licensed hackney carriage or private hire vehicle Local Government (Miscellaneous Provisions) Act 1976		
<b><u>Leziate Drove Garage Ltd</u></b> 83 Leziate Drove Pott Row King's Lynn Norfolk PE32 1DD  Contact: Ashley Tucker Tel: 01553 630999	<b><u>SC Autos</u></b> 26a Railway Road King's Lynn Norfolk PE30 1NF  Contact: Shaun Couzins Tel: 01553 777708	<b><u>Bees Motors</u></b> 63 Lynn Road Downham Market Norfolk PE38 9NP  Contact: Nigel Johnson Tel: 01366 384109
<b><u>Kerry Motor Services</u></b> Unit 5 Fairfield Road Downham Market Norfolk PE38 9ET  Contact: Steven Kerry Tel: 01366 381337	<b><u>Setch MOT Centre</u></b> Garage Lane Setchey Kings Lynn Norfolk PE33 OBE  Contact: Ray Barlow Tel: 01553 813074	<b><u>AVR Kings Lynn Ltd</u></b> Unit 1 Hereford Way Hardwick Narrows Kings Lynn Norfolk PE30 4JD  Contact: Simon Penfold Tel: 01553 766646
<b><i>Note: Vehicle inspection fees are a matter for negotiation between vehicle owners and approved testing stations. The Borough Council of King's Lynn &amp; West Norfolk will not become involved in any dispute regarding fees or charges for such inspections.</i></b>		