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| **Image of CDC Logo** | **FORM: T10C****Case Reference Number:**(office use only) |
| **LICENSING AUTHORITY**Chichester District Council, East Pallant House, East Pallant, Chichester, West Sussex, PO19 1TY**Application for Renewal of a Private Hire Vehicle under the****Local Government (Miscellaneous Provisions) Act 1976****PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**If you are completing this form by hand please write legibly in **BLOCK CAPITALS**. In all cases ensure your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.**An application must be made by the ‘proprietor’ of the vehicle. This includes a part-proprietor and, in relation to a vehicle which is the subject of a hiring agreement or hire-purchase agreement, means the person in possession of the vehicle under that agreement.***I/We the applicant(s) stated below apply for renewal of a Private Hire Vehicle Licence under the Local Government (Miscellaneous Provisions) Act 1976.* |
| **Part 1 – APPLICANT DETAILS** |
| Please state in what capacity this application is being made: **Please tick ✓**1. As an individual ***(complete Section A below)***
2. As a limited company or partnership ***(complete Section B below)***
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| **Section A – Only complete if applying as an individual** |
| Title *(Mr, Mrs, Miss, Ms or other (please state))* |  |
| Forename(s)  |  |
| Surname |  |
| Address |  |
| Date of birth |  |
| Contact number(s) |  |
| Email address(es) |  |
| **Section B – Only complete if applying as a Company or Partnership** |
| Registered company name or name of partnership *(not the trading name if different)* |  |
| Registered address of the company/partnership |  |
| Trading name if different to registered or partnership name |  |
| If a registered company, the company’s registration number |  |
| Contact number(s) |  |
| Email address(es) |  |

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| **Part 2 – VEHICLE DETAILS** |
| Current licence/plate number |  |
| Date of first registration | **Day / Month / Year** |
| Registration number |  |
| Make |  |
| Model |  |
| Type *(e.g. saloon/estate/hatchback/MPV/minibus)* |  |
| Colour |  |
| Engine cubic capacity |  |
| Number of doors *(used by persons to gain access into the vehicle)* |  |
| Number of passengers ***(excluding the driver)*** seeking to be licensed to carry |  |
| Is the vehicle a ‘Wheelchair Accessible Vehicle’? | **Yes / No** |
| If ‘Yes’ please confirm the number of passengers in wheelchairs that could be carried at any one time |
| Is the vehicle equipped with a CCTV system? | **Yes / No** |
| If ‘Yes’ please confirm details *(i.e. front view, rear view, internal, sound recording etc.)* |
| Is the vehicle equipped with a meter? | **Yes / No** |
| Have there been any modifications made to the vehicle? | **Yes / No** |
| If ‘Yes’ please provide details |
| Is it the intention that the vehicle will be **solely** used for**, chauffeur or executive work**? *(please note that you may be required to provide information to evidence that the exemption is appropriate)*. By answering ‘Yes’ you are applying for the exemption under Section 75(3) of the Local Government Miscellaneous Provisions Act 1976 removing the requirement for the standard private hire licence identification plate and door signs to be displayed on the vehicle. | **Yes / No** |
| If ‘Yes’ please provide details of the type of work the vehicle will be **solely** undertaking |

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| **Part 3 – OWNERSHIP OF THE VEHICLE** |
| Are you the current registered keeper of the vehicle? **Yes / No**If ‘No’, please state the name, contact details, contact number and email address of the registered keeper of the vehicle |
| Are you the ‘proprietor’ of the vehicle? **Yes / No***(this includes a**part-proprietor and, in relation to a vehicle which**is the subject of a hiring agreement or hire-purchase agreement,* *means the person in possession of the vehicle under that agreement)*If ‘No’, please state the name, address, contact number and email address of each person/company that is a part-proprietor of the vehicle |

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| **Part 4 – ADDITIONAL DETAILS** |
| Which Private Hire Operator(s) will the vehicle be driven for? |  |

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| **Part 5 – CHECKLIST** |
| I/We have enclosed/attended to the following matters: **Please tick ✓** |
| Certificate of Insurance |  |
| MOT Test Pass Certificate |  |
| Fitness Test Pass Certificate |  |
| If the vehicle contains a meter, provide evidence of meter check and seal unless it has been checked as part of the Fitness Test |  |

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| **Part 6 – DECLARATION & SIGNATURE** |
| **DECLARATION** – I/We hereby make this application for renewal of a Private Hire Vehicle Licence and declare that to the best of my knowledge and belief, the statements made on this form are true and that no material particular has been omitted.I/We have made or enclosed payment of the fee and I/we understand that if I/we do not comply fully with the requirements my/our application will be rejected.**IN RELATION TO THIS TYPE OF APPLICATION, IT IS AN OFFENCE UNDER SECTION 57(3) OF THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 TO MAKE A FALSE STATEMENT OR TO OMIT ANY MATERIAL PARTICULAR.****SIGNATURE(S) -** Signature of person submitting the application or their solicitor or other duly authorised agent. If signing on behalf of the applicant then please state in what capacity.Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Capacity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**2nd SIGNATURE (Only complete if the application is being made by more than 1 individual or as a partnership) -** Signature of 2nd person submitting the application or 2nd applicant’s Solicitor or other authorised agent, if the vehicle licence is jointly held. If signing on behalf of the 2nd applicant then please state in what capacity.Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ Capacity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_If there are any other individual(s) making this application then please ensure that they or their solicitor or other authorised agent sign this form. |

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| **PERSONAL DATA STATEMENT** |
| Chichester District Council manages personal data in accordance with the provisions contained within current data protection legislation.https://eforms.chichester.gov.uk/officeforms/spacer.ofifWe may share information with other departments in the council, other enforcement agencies and consulting bodies namely the DVLA, Sussex Police and other partners as the law allows.https://eforms.chichester.gov.uk/officeforms/spacer.ofifCurrent data protection legislation applies to personal information about living, identifiable, persons. Licensing data will be provided to the Audit Commission for data matching purposes in accordance with Section 6 of the Audit Commission Act 1998 as part of the National Fraud Initiative. This data will be used for cross-system and cross-authority comparison for the prevention and detection of fraud.https://eforms.chichester.gov.uk/officeforms/spacer.ofifhttps://eforms.chichester.gov.uk/officeforms/spacer.ofifFor more information, please visit the council’s website at: [www.chichester.gov.uk/dataprotectionandfreedomofinformation](http://www.chichester.gov.uk/dataprotectionandfreedomofinformation) |