



# Elmbridge Borough Council

... bridging the communities ...

Environmental Services  
Civic Centre, High Street  
Esher, Surrey KT10 9SD  
Telephone: 01372 474750  
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DX: 36302 Esher

Email: [envhealth@elmbridge.gov.uk](mailto:envhealth@elmbridge.gov.uk)  
Website: [www.elmbridge.gov.uk](http://www.elmbridge.gov.uk)

## Application to Transfer a Hackney Carriage or Private Hire Vehicle

### GDPR Privacy notice

#### Who we are and what we do

Elmbridge Borough Council is the 'Controller' of any personal data that you provide to us. We collect, process and store your personal data in relation to your application for a licence.

#### What we need to process your application

We require you to provide personal data including your name, address and contact details.

#### Why we need it

We use your personal data to enable us to process your application. If you do not provide this information we cannot process your application.

#### What we do with it

We will store your personal data in our licensing database and it will be accessed by authorised Council employees. We will use your data to enable us to monitor compliance with your licence and to carry out our enforcement duties. We may share your personal data with the other public bodies and enforcement authorities for the purposes of investigation, to protect public funds and prevent and detect fraud. We may also share your personal data with insurance companies, the DVLA and the Council's medical advisor.

#### How long we keep it

If we do not grant your licence, we will retain your data for six years from the date of the final decision on your application. If we grant your licence, we will retain your data for the period of the licence and a further six years.

#### What are your rights?

Please refer to our corporate privacy policy at <http://www.elmbridge.gov.uk/privacy-notices/>



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**Town Police Clauses Act 1847  
Local Government (Miscellaneous Provisions) Act 1976**

## **Application to Transfer a Hackney Carriage or Private Hire Vehicle**

You are required to produce with this form:

- The correct fee (See separate fees document). We will accept payment by credit/debit card (by phone or in person) or cheque/postal order payable to "Elmbridge Borough Council".
- A valid certificate of insurance/cover note for the vehicle (**not** a copy)
- If the vehicle is more than 1 year old an MOT certificate issued during a mechanical vehicle inspection at the Council nominated testing station (please ask for details)
- The Vehicle Registration Document/Log Book  
(If not available then other proof of the keeper of the vehicle and date of first registration such as a legal bill of sale must be produced)
- Current Vehicle Licence Document (Original not copy) and existing plates without plastic platforms or magnets
- If applicable, a letter from the registered keeper of the vehicle stating that you have their permission for the vehicle to be licensed

Please answer all questions on the form otherwise your application may be rejected

Please complete form in **BLOCK CAPITALS**

### **1. Type of Licence Required (please tick)**

Hackney Carriage  Private Hire

#### **1a. Existing Plate**

PHV:

or

HCV:

### **2. The Applicant**

Individual   
(go to Box A)

Partnership   
(Go to Box B)

Company   
(Go to Box C)

**A Individual**

Last Name:	
First Name and other forenames:	Mr/Mrs/Miss/Ms
Present Home Address:	
Postcode:	
Telephone No:	
Mobile No:	
Email Address:	N/A

**B Partnership****1<sup>st</sup>**

Last Name:	
First Name and other forenames:	Mr/Mrs/Miss/Ms
Present Home Address:	
Postcode:	
Telephone No:	
Mobile No:	
Email Address:	N/A

**2<sup>nd</sup>**

Last Name:	
First Name and other forenames:	Mr/Mrs/Miss/Ms
Present Home Address:	
Postcode:	
Telephone No:	
Mobile No:	
Email Address:	N/A

## C Company

Full Name:	Mr/Mrs/Miss/Ms
Address of Person or Limited Company:	
Trading name of person(s) or limited company:	
Registered Office address of limited company if different from above:	
Telephone No:	
Mobile No:	
Email address:	

### 3. Details of New Vehicle

Vehicle Registration No		Date First Registered	
Make of Vehicle		Model of Vehicle	
Colour of Vehicle		Engine Capacity (cc)	
No of Passenger Seats (excluding driver)		Does Vehicle have a Sunroof?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is dark tint applied to the rear windows of the vehicle?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Please state where the vehicle will be based when not in use:			
Is the Vehicle licensed with another authority?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If so, which authority?			
Licence Plate No:			
Date Licence Expires:			
Is the Vehicle wheelchair accessible?	Yes <input type="checkbox"/> No <input type="checkbox"/> (if No, go to question 4)		
Purpose Built?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Converted?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If converted, state when and by whom:			

#### 4. Operator

Please state who/which company is to operate the Vehicle:	
Are you the sole owner of the vehicle? Yes <input type="checkbox"/> No <input type="checkbox"/> If No, please state any other part owners or lease company:	
a.	
b.	
c.	

**The Council is under a duty to protect public funds and may use the information you provide in this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.**

For further information, see [www.elmbridge.gov.uk/nfi](http://www.elmbridge.gov.uk/nfi) or contact the Internal Audit Manager on 01372 474106 or [internalaudit@elmbridge.gov.uk](mailto:internalaudit@elmbridge.gov.uk)

#### Declaration:

- I declare that the information contained in this form is correct to the best of my knowledge and belief.
  
- I confirm that I have read the privacy notice on the first page of this application form and I understand how the Council will process my personal data and my rights in respect of that data.

Signature: \_\_\_\_\_

Date \_\_\_\_\_