



# 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)

## Request for Private Hire Executive Status - Renewal

### 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 and sensitive 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-notice/>



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

### Request for Private Hire Executive Status - Renewal

#### Guidance Notes

Please read the relevant section of the Council's policy on Executive Vehicle Status contained in the Hackney Carriage & Private Hire Licensing Policies at [www.elmbridge.gov.uk/taxis](http://www.elmbridge.gov.uk/taxis)

This application can only be made on appointment in conjunction with a Private Hire vehicle licence application. It must be made by the relevant holder of a Private Hire Operator licence (it may not be made by an individual driver). Executive status is granted at the discretion of the Licensing Authority whose decision is final.

The Operator is required to produce written records of journeys from the **previous 30 Days** undertaken for businesses or individuals on account with this vehicle. Records **must** identify as a minimum:

- who the account is held with
- the unique identification of the vehicle undertaking the work
- the pick-up and drop off locations
- the cost of each journey and payment type
- that there is sufficient and ongoing executive type work carried out by the company for this vehicle to undertake - i.e. a minimum of 90% of the work must be on account

Operators and drivers with records of previous poor compliance will not be accepted for Executive Status.

Please complete this form in **BLOCK CAPITALS**.

#### 1. The Applicant

Name of Operator:	
Operating Address:	
Telephone No:	

Mobile No:	
Email:	
Website:	

**2. Vehicle and Driver Information**

Private Hire Vehicle No	Badge No of Driver
Vehicle Registration	Name/s of Driver/s of Vehicle  Has the driver/s changed since the last licence was issued? Yes / No

**3. Details of the Work**

Please describe the type of work which is currently undertaken using the vehicle. This should include details of any corporate and/or account work. Please also give a brief description of the clients:

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**Information where a licence is granted:**

A gold executive plate will be supplied which must be displayed in the front windscreen of the vehicle at all times.

If and when the Operator no longer controls the vehicle, the plate must be returned to Elmbridge Borough Council. Should it be apparent that the vehicle is being used for any purpose other than executive type work, or if there is non-compliance on behalf of the Operator or Driver or for any other reason the Council deems appropriate, the Council reserves the right to remove the executive status with immediate effect, upon which normal Private Hire Plates will be issued. The Council also reserves the right to review the executive status at any time.

**Declaration:**

- I/we confirm that I have read the Council's policies on the licensing of Hackney Carriage and/or Private Hire vehicles for Executive Status (available at [www.elmbridge.gov.uk/taxis](http://www.elmbridge.gov.uk/taxis) or in hard copy on request)
- I/we declare that the information contained in this form is correct to the best of my knowledge and belief and I understand that the Council may make enquiries with, or share the information supplied as part of this application with other Teams of the Council, other Enforcement Authorities, insurance companies and/or the DVLA as appropriate
- I/we confirm that I/we 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.
- Should a licence be issued I/we undertake to return the plate to the Council immediately should any of the following circumstances arise
  - the vehicle is no longer used for executive status work
  - the vehicle or driver no longer qualify for Executive Status
  - I/we will no longer be allocating work to the vehicle as a Private Hire Operator

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Capacity:** \_\_\_\_\_

**2<sup>nd</sup> Signature (if applicable):** \_\_\_\_\_ **Date** \_\_\_\_\_

**Capacity:** \_\_\_\_\_