
Taxi or private hire licence

Change of name or address form

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 check compliance with your licence, to carry out our enforcement duties and to contact you about licensing matters. 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 and the DVLA.

How long we keep it

If we do not grant your licence, we will keep your data for six years from the date of the final decision on your application. If we grant your licence, we will keep 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 [elmbridge.gov.uk/privacy-notice/](https://www.elmbridge.gov.uk/privacy-notice/)



Elmbridge
Borough Council

... bridging the communities ...

Taxi or private hire licence

Change of name or address form

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

You should use this form to tell us that you have changed your name or address.

Please read the guidance on our website elmbridge.gov.uk/licensing before you complete this form. Please note, if you do not properly complete the notice, we may reject it.

Section 1: Type of licence

Taxi or private hire driver	HCD		PHD	
Taxi or private hire vehicle	HCV		PHV	
Private hire operator	PHO			

Section 2: Type of change

Only complete this section if you are renewing your current driver's licence

Change of personal name or address (go to section 3)	
Change of private hire operator's name or address (go to section 5)	

Section 3: About you

Please complete all questions

Name on existing licence

Title	
First name and other forenames	

Last name	
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Address on existing licence

Home address	
Post code	

Section 4: Your new name and/or address

Please complete all questions

Your new name

Title	
First name and other forenames	
Last name	
Date you changed your name	

Your new address

Home address	
Post code	
Date you changed your address	

Go to section 7

Section 5: About you (private hire operator)

Please complete all questions

Name on existing licence

Business or partnership name:

Address on existing licence

Home address

Post code

Section 6: Your new name and/or address

Please complete all questions

Your new business name

New business or partnership name:

Date you changed your name

Your new address

Home address

Post code

Date you changed your address

Go to section 7

Section 7: Relevant documents

I attach/enclose copies of the following documents:

My existing taxi or private hire licence	
Evidence of change of name and/or address	
The correct fee	

Section 9: Declarations

Under Section 57 Local Government (Miscellaneous Provisions) Act 1976 It is a criminal offence to make a false statement or withhold information to obtain a taxi or private hire driver licence. If convicted, you may be liable to a fine up to level 3 on the standard scale.

I confirm that I have read the privacy notice on the first page of this application form and I understand my rights in respect of that data and consent to how the Council will process my personal data.	
I understand I may have to produce the original documents referred to above before the Council will issue my taxi or private hire licence.	
I declare that the information contained in this form is correct to the best of my knowledge and belief.	

Please email your completed application form to licensing@elmbridge.gov.uk and attach the documents listed in section 7 above. In the subject please write "Change of name or address:" followed by your name. We will only accept one file for each document. Please do not send the documents as one large file, as individual pages, or in separate emails.

Signature	
Date	