
Application form to replace lost taxi or private hire licence, plate, or badge

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

You must supply 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/



Elmbridge
Borough Council

... bridging the communities ...

Application form to replace lost taxi or private hire licence, plate, or badge

You should use this form to tell us that you have lost your taxi or private hire licence, badge, or plate, and to apply for a replacement.

Please read the guidance on our website elmsbridge.gov.uk/licensing before you complete this form. Please note, if you do not properly complete all our application requirements, we will reject your application.

Section 1: About you (the applicant)

An individual		(Go to Box A)
A partnership		(Go to Box B)
A business or Ltd Company		(Go to Box C)

Box A: Individual applicant

Please complete all questions

Title	
First name and other forenames	
Last name	
Preferred telephone number	
Alternative telephone number	
Email address	
Home address	
Post code	

Go to Section 2

Box B: Partnership

Please complete all questions

Name of partnership	
Preferred telephone number	
Alternative telephone number	
Email address	
Company registered address	
Post code	
Go to Section 2	

Box C: Business or Limited Company

Please complete all questions

Name of business or Ltd Company	
Company number (if Ltd Company)	
Preferred telephone number	
Alternative telephone number	
Email address	
Company registered address	
Post code	
Go to Section 2	

Section 2: About your licence?

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

Section 3: About the lost or stolen item

Driver's badge	
External plate	
Paper licence	
Internal plate	
How many internal plates	

Section 4: Relevant documents

I attach copies of the following documents (please tick)

The correct fee	
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Section 10: Declarations

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.	
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I declare that the information contained in this form is correct to the best of my knowledge and belief.	
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Signature	
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Name	
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Date	
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Please email your completed application form to licensing@elmbridge.gov.uk. In the subject please write "Replacement licence:" followed by your name.